

## ULSTER UNIVERSITY

### TUITION FEE LIABILITY POLICY

#### ACADEMIC YEAR 2023/24

<b>Document Type</b>	Policy
<b>Scope</b>	Ulster Students
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### TUITION FEE LIABILITY POLICY – ACADEMIC YEAR 2023/24

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## 1 Scope of Policy

If you withdraw from your programme of study you will still be required to pay your tuition fee. This Policy provides guidance on how your tuition fees will be calculated if you withdraw, discontinue or take a leave of absence from your course. This policy should be read in conjunction with the deregistration policy [Leave the University - Student Guide \(ulster.ac.uk\)](http://ulster.ac.uk).

**Failure to comply with the Deregistration policy (Completion of Withdrawal Form) in a timely manner will result in additional tuition fees being accrued.**

The Tuition Fee Liability Policy forms part of your Terms and Conditions and should be read in conjunction with them. We will ask you to agree to the policy as part of your annual registration.

The policy is reviewed and updated annually

**\*This policy does not apply to Global Online Students, Queen Anne's Higher Education (QAHE), or College of Medicine and Dentistry (COMD)**

## 2 Tuition Fee Liability

- 2.1** Where a student withdraws from, discontinues their studies, or is granted a leave of absence from their studies, the date of withdrawal/discontinuation/leave of absence is used by the University in calculating the tuition fee liability.
- 2.2** The exception is that new students with an intake year of 2023/24 will not be liable for any tuition fees for that academic year if they withdraw within 14 days of completing registration or within 14 days from the first day of term whichever is the latest date, to allow a cooling-off period.
- 2.3** If your tuition fees are being paid via a student loan, the University will be required to notify Student Finance NI of your revised fee liability so that you can borrow the correct amount in each academic year.

### 3 Full-Time Home / RoI / GB - Undergraduate/PGCE/Postgraduate Taught/ MPhil and MRes

The withdrawal dates/discontinuation or leave of absence date as recorded on your withdrawal form will be used to calculate your tuition fee liability as per Table in Section 3.1.

#### 3.1 September Enrolment

Withdrawal Dates	Fee Liability
From first day of term until 1 January 2024	25% of the full annual fee*
From 2 January 2024 until 7 April 2024	50% of the full annual fee*
From 8 April 2024	100% of the full annual fee*

\*The fee liability is in percentage terms of the full annual fee. Please refer to student guide for fee pricing.

### 4 Part-Time Home/RoI /GB - Undergraduate/Postgraduate Taught/MPhil and MRes

The withdrawal dates/discontinuation or leave of absence date as recorded on the Withdrawal form will be used to calculate your tuition fee liability as per Table in Section 4.1.

#### 4.1 September Enrolment

Withdrawal Dates	Fee Liability
From first day of term until 31 October 2023	25% of the full annual fee or 50% of the semester one fee (whichever is the higher amount)
From 1 November 2023 until 3 January 2024	50% of the full annual fee or 100% of the semester one fee (whichever is the higher amount)*
From 4 January 2024 until 28 February 2024	75% of the full annual fee
From 1 March 2024	100% of the full annual fee

\*Semester one fees will vary depending upon modules registered.

\*\*The fee liability is in percentage terms of the full annual fee. Please refer to student guide for fee pricing.

## 5 Overseas Full-Time and Part-Time

### 5.1 14 Day Cooling Period

Overseas students with an intake year of 2023/24 who withdraw within 14 calendar days of completing registration or within 14 days from the first day of term whichever is the latest date, to allow a cooling-off period will have tuition fees paid for in that academic year refunded.

### 5.2 September Enrolment

If you enrolled in September 2023 and have decided to withdraw, discontinue or take a leave of absence, the withdrawal dates/discontinuation or leave of absence date approved by the University on your Withdrawal Form (not last date of attendance) will be used to calculate your tuition fee liability as per Table below.

Withdrawal Dates	Fee Liability
From first day of term until 14 February 2024	100% of semester one fees*
From 15 February 2024	You will be liable for 100% of any modules commenced as part of the programme.

\*Semester one fees will vary depending upon modules registered.

### 5.3 January Enrolment

If you enrolled in January 2024 and have decided to withdraw, discontinue or take a leave of absence, , the withdrawal dates/discontinuation or leave of absence date approved by the University on your Withdrawal Form (not last date of attendance) will be used to calculate your tuition fee liability as per Table below.

Withdrawal Dates	Fee Liability
From first day of term until 31 August 2024	100% of semester one fees*
From 01 September 2024	You will be liable for 100% of any modules commenced as part of the programme.

\*Semester one fees will vary depending upon modules registered.

## **5.4 Overseas Distance Learning**

**5.4.1** Overseas Distance Learning students with an intake year of 2023/24 who withdraw within 14 calendar days of completing registration in year 1 or within 14 days from the first day of term whichever is the latest date, to allow a cooling-off period will have tuition fees paid for in that academic year refunded.

**5.4.2** Fee Liability is determined by withdrawal date and is calculated as per point 5.2 and 5.3.

## **6 Full-Time and Part-Time Postgraduate Research excluding MPhil and MRes**

Postgraduate Research students fee liability will be calculated monthly in accordance with their date of withdrawal. Where a student is still registered after the 7th day of a month, tuition fees are chargeable for that month.

## **7 Students in Receipt of US Federal Aid**

Students in receipt of US Federal Aid shall be liable for overseas tuition fees in line with the US Department of Education Title IV Funds return calculation and in line the University policy stated in Section 4 above.