

ULSTER UNIVERSITY

DEREGISTRATION POLICY FOR ACADEMIC YEAR 2019/20

POLICY STATEMENT:

The policy provides guidance on the procedures relating to a student's break in study either via a **leave of absence** or **complete withdrawal** and the responsibilities of the student and the Faculty in completing this process. The policy also gives guidance to students in assisting them with making an informed decision, fully exploring all options and clearly stating tuition fee and funding implications that may be applicable to the student. The policy is aimed at **students** and **academic staff**, and applies to **undergraduate** and **postgraduate** students that are studying on either a full-time or part-time programme.

WHAT IS DEREGISTRATION?

Deregistration is the term given to a break in study either via **leave of absence** or **complete withdrawal** from a programme of study.

Registered students should complete their intention to deregister via the student portal and then arrange a meeting with their Course Director to complete a Leave of Absence or Withdrawal form where appropriate.

If the student has **not registered** for the current year and wishes to withdraw or take a leave of absence, they should simply complete a Withdrawal Form or Leave of Absence Form in consultation with their Course Director, as they will not have access to the student portal to complete and intention to deregister. In this case the student **should not** Register.

Please note that deregistering from a programme of study may have financial implications. Please refer to the fee liability dates below.

THE DEREGISTRATION PROCESS

STAGES TO BE COMPLETED BY THE STUDENT:

Stage1: Seeking Advice

Deregistration from a programme of study is not a step that should be taken lightly. You should initially discuss your intention to deregister with your Course Director. Course Directors will provide advice and guidance on a suitable way forward exploring all possibilities best suited to your individual circumstances e.g. transferring to another programme of study or deferring studies until the next academic year.

Student Wellbeing can also provide further advice and support.
www.studentsupport.ulster.ac.uk

Financial Implications:

Deregistering from a programme of study may have financial implications affecting:

- Tuition fees owed to the University
- Student Loan (e.g. arrears for repayment of maintenance loan);
- Ulster University Bursary
- NHS Bursary/Grant
- Other forms of Grant/Scholarship

If you receive financial support as outlined above, you have a duty to inform your funding body that you have deregistered from your programme of study. **Failure to notify your funding body may result in a demand for immediate repayment of all or part of your bursary/grant/scholarship.**

New Students

If you are a **new** Full Time NI/EU/GB Undergraduate, Postgraduate or PGCE student, **you will have a 14 day right to cancel from the first date of term before you become liable for tuition fees, after which, you are liable for 25% of your tuition fees with increasing liability as the academic year continues.**

Returning students

If you are a **returning** student, you will be liable for 25% of your fees from the first date of term or the corresponding amount dependent on the date of your deregistration with increasing liability as the academic year continues.

Stage 2: Completing the Deregistration form on your student portal:

It is important that you complete your intention to deregister on your student portal at your earliest opportunity as this date will inform your tuition fee liability. The University's **Tuition Fees Liability Policy** can be found at <http://www.ulster.ac.uk/finance/fees> and details tuition fee liability dates which you should be aware of when submitting your intention to deregister.

- Log on to the Student Portal and click on the Banner icon located on the tool bar. Select the Student Records, Fees and Financial Aid option, then select Registration and finally click on the Deregistration option.
- The current academic year will be displayed at the top of the page, together with your name and date of birth. Programme title, programme year, duration, mode of study and campus will also be displayed.
- A summary of any earlier activity for the current academic year is displayed in the centre of the page.
- If you are indicating for the first time that you wish to deregister from your programme of study, you should select this option from the drop down list and click on the submit button.
- If you wish to remove an earlier deregistration, you should select this option from the drop down list and click on the submit button.

- Remember to click on the **submit button** to complete your request.
- If you are a Reslife student, you must inform Residential Services of your intention to deregister. For further information please refer to the 'Rules of Residence' which can be found at <http://www.accommodation.ulster.ac.uk/>.

Implications if Deregistration Form is not completed

If you are experiencing difficulties completing the Deregistration form on the Portal, please contact your campus Registry Office for further advice. If you do not complete the deregistration form on the portal, the date of deregistration will be taken as the date your Course Director signs your Withdrawal/Leave of Absence Form. The date of your deregistration determines your tuition fee liability and may affect your maintenance grant. Further information regarding the date ranges for tuition fee liability can be found at <http://www.ulster.ac.uk/finance/fees>.

If you are in receipt of funding such as a student loan, Ulster University Bursary or any other forms of loans or grants you should contact your funding body to discuss your deregistration.

Stage 3: Meeting with the Course Director

Following completion of the Deregistration form on the Student Portal, you must make an appointment with your Course Director to complete a **Withdrawal/Leave of Absence** form and to fully discuss future options.

If following a meeting with your Course Director, you decide to cancel your deregistration, you have a **four week period** to complete cancellation.

STAGES TO BE COMPLETED BY THE COURSE DIRECTOR:

Student Loans Company KPI's:

The University must adhere to KPI's set by the Student Loans Company when reporting students who have deregistered from their course of study. In order to meet these benchmarks it is important that either a Leave of Absence or Deregistration form is completed as soon as a student stops attending. Faculty procedures should initially be followed to communicate with the student, however if it is evident that the student is either withdrawing or going to take time out, it is crucial that the appropriate form is completed and sent to registry for processing in order to manage loans and fee liability.

Stage 1: Deregistration Cognos Reports

Arrange to download the Deregistration cognos reports on a weekly basis.

Stage 2: Proceed with Deregistration

Ensure that a meeting is organised with the student in order to fully discuss future options. In circumstances where it is agreed that deregistration from a programme of study is the most appropriate course of action, the Course Director in conjunction with the student should complete a Withdrawal/Leave of Absence Form. The

Withdrawal/Leave of Absence Form should concur with the deregistration date on the student portal. Completed forms should be sent to the campus Registry Office and include the Faculty stamp.

Tier 4 Students:

Deregistration for International students with a Tier 4 visa will be dealt with in accordance with the obligations of the university's Tier 4 sponsor licence. To find out how deregistration will affect your Tier 4 visa visit -

<https://www.ulster.ac.uk/global/pre-arrival/visas-and-immigration/your-tier-4-visa/tier-4-visa-rights-and-responsibilities> or contact the Compliance team (compliance@ulster.ac.uk) for further advice.

Stage 3: Exit Interview

Course Director's should arrange to complete an exit interview with the student at this stage.

Please note there should be no ambiguity between the date of deregistration on the Student Portal (reflected in the cognos report) and that which is reflected on the Withdrawal/Leave of Absence Form. The deregistration date on the Student Portal available on Banner will be taken as the definitive date.

In circumstances where a student leaves the University without following the deregistration procedures, it is the responsibility of the Course Director to complete the Withdrawal/Leave of Absence Form as soon as the student leaves.

The University's General Regulations allow faculties to deem a student to have withdrawn where the student has been **absent for a period of 4 consecutive weeks**. In these circumstances, the Course Director should contact the Registry Office for further advice.

Examination Boards:

In circumstances where Registry are only made aware of a deregistration following an Examinations Board meeting, the deregistration will be recorded as the date of that meeting and the student will be liable for tuition fees up to that point in the Academic Year.

Extenuating Circumstances:

Requests for a retrospective leave of absence will generally not be considered, however in cases where there are clear extenuating circumstances evidenced with for example a letter from a medical professional, the Director of Student Administration will review individual case details.

Please note that Full Time NI/EU/GB Undergraduate, Postgraduate and PGCE students may be liable for pay back of their maintenance grant as a result of their date of deregistration and this may affect future applications to the Student Loans Company.

Stage 3: Retract Deregistration

In circumstances where a student decides to retract their submission of deregistration following a meeting with their Course Director, the student should be advised to log onto the Student Portal within a four week period to cancel their intention to deregister.

Tuition Fee Liability dates for students who withdraw from their course or take a leave of absence.

If you withdraw or go on a leave of absence, you will be charged a tuition fee as detailed below.

New students have a 14 day right to cancel from the first date of term, thereafter they become liable for the corresponding portion of the tuition fee.

Full-Time Home/EU Undergraduate/PGCE/Postgraduate Taught/MPhil and MRes

If you are a **Full-Time Home/EU Undergraduate/PGCE/Postgraduate Taught/MPhil and MRes** student and you decide to **withdraw** or go on **leave of absence** in academic year 2019/20, the amount of tuition fees that you will be liable for will vary depending on the date you deregister.

Deregistration Dates	Fee Liability*
From first day of term until 5 January 2020	25% of the full annual fee*
From 6 January 2020 until 19 April 2020	50% of the full annual fee*
From 20 April 2020	100% of the full annual fee*

*The fee liability is in percentage terms of the full annual fee. The Full-Time Undergraduate/PGCE Home/EU (excluding GB) fee is £4,275 and for GB students is £9,250. The Postgraduate Taught annual fee varies depending on the programme that you have registered on, with the standard annual fee at £5,900. The MPhil/MRes programmes have an annual fee of £4,327.

Part-Time Home/EU Undergraduate/Postgraduate Taught/MPhil and MRes

Withdrawal Dates	Fee Liability
From first day of term until 31 October 2019	25% of the full annual fee or 50% of the semester one fee whichever is the highest amount.
From 1 November 2019 until 6 January 2020	50% of the full annual fee or 100% of the semester one fee whichever is the highest amount.
From 6 January 2020 until 29 February 2020	75% of the full annual fee
From 1 March 2020	100% of the full annual fee

Overseas Full- Time and Part- Time

Withdrawal Dates	Fee Liability
From first day of term until 31 October 2019	Nil
From 1 November 2019 until 29 February 2020	100% of semester one fees
From 1 March 2020	100% of the full annual fee

Please note that Overseas Distance Learning students will be required to pay a non refundable deposit equal to 20% of their tuition fees at registration. Overseas Distance Learning students with an intake year of 2019/20 who withdraw within 14 calendar days of completing registration, will have tuition fees paid for in that academic year refunded.

but before completion of 60% attendance (per semester) the student will be liable for the balance of fees resulting from the return calculation. The same principle will apply in semester 2.

Further information regarding the University's Tuition Fees Liability Policy can be found at https://www.ulster.ac.uk/_data/assets/pdf_file/0005/451742/Tuition-Fee-Liability-Policy-2019_20.pdf

All tuition fee queries should be directed to the Fees Office. Contact details are noted below:

Telephone: +44 (0)28 7012 4252

E-mail: fees@ulster.ac.uk