

ULSTER UNIVERSITY

DEREGISTRATION POLICY ACADEMIC YEAR 2019/20

60 SECOND GUIDE FOR STUDENTS

WHAT IS DEREGISTRATION?

Deregistration is the term given to a break in study either via **Leave of Absence** or **Complete Withdrawal**.

Deregistration can only take place via the student portal if you have already registered as a new or returning student. If you have **not registered** for the current year and wish to withdraw or take a leave of absence, simply fill in a Withdrawal/Leave of Absence Form in consultation with your Course Director.

If you feel you would like to deregister due to difficulties you are having with your studies or University life in general or if you need to deregister for any other reason you should initially speak to your Course Director. Student Wellbeing can also provide further advice and support.

Important steps to follow to complete Deregistration:

1. Complete the Deregistration Form on the Portal
2. Seek advice from your Course Director and understand Financial Implications which may affect you.
3. Complete a Withdrawal/Leave of Absence Form with your Course Director

The Deregistration Policy gives step by step guidance on how to complete this process and can be found on the portal: <http://www.ulster.ac.uk/academicservices/student/>

If you are living in University accommodation, you must inform the Ulster University Residential Services of your intention to deregister.

Financial Implications regarding Deregistration

Deregistering from a programme of study may have financial implications to include payback of maintenance grant or lack of funding available in subsequent years.

Please ensure you understand the tuition fee liability dates and if applicable explore financial implications with your funding body.

Fee liability dates throughout the academic year for all categories of students are detailed on University's Tuition Fees Liability Policy which can be found at https://www.ulster.ac.uk/__data/assets/pdf_file/0005/451742/Tuition-Fee-Liability-Policy-2019_20.pdf

An overview of the Tuition Fee liability dates for students who withdraw from their course or take a leave of absence can be viewed on the table below:

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. The fee liability for Returning students commences on the first date of term.

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.

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