

What is a withdrawal?

Permanent Withdrawal: student chooses to leave their programme, and not return or transfer to another programme.

Suspension: student chooses to take a specific time out from their studies, student will be returning.

Drop/add modules/units: student changes their module/unit choices after the semester has begun.

Temporary withdrawal, suspension or leave of absence – Fees Due

Students who withdraw temporarily from their studies are not normally eligible for a refund of fees. Any fees paid will be retained to cover the costs of completion of the course when the student returns to study. If the student does not return within two academic years, the fees will not be refunded.

In cases where a student has paid in advance, and fees have risen during the period of absence, fees will be charged at the earlier, lower, rate provided that the period of temporary withdrawal has not exceeded one year

FINANCIAL IMPLICATIONS

Full-time students with fees funded by OIC Bursary

Withdrawal may have implications for accessing funding for future FE courses. Further details are available from www.orkney.gov.uk for queries please contact 873535 or email education.grants@orkney.gov.uk

Part-time students with fees funded by ITA

Students withdrawing are not eligible for ITA refunds and may be due fees dependant on withdrawal date as per schedule.

Part-time students with fees funded by SAAS Part-Time Fee Grant

Where the student leaves the course before the payment cut off date, fees will become due as per schedule. Payment cut-off dates are 1 Dec 2019 for courses between 01 Aug19 & 31 Dec19 and 1 March 2020 for courses between 1Jan20 & 31 Mar20.

Support Payments – OIC Bursary / EMA

Payments are made in advance and it is likely you will be liable to repay some of the money you have received.

OIC Bursary/EMA - www.orkney.gov.uk

Discretionary and Childcare Funds

Depending on how many instalments you have received you may be required to repay part, or all of the support amount

Discretionary and Childcare Funds – Business Manager, Orkney College UHI. christine.scott@uhi.ac.uk

**FURTHER EDUCATION
WITHDRAWALS – Fees Due**

Student on full time and structured part time students who intended to study 0.5 FTE or more, within an academic year

Date of commencement	Termination of study date	Fee Due
Courses commencing in Aug/Sep or at other dates	Within one week of course start ie 'false start'	No fee due for false start in first week
Courses commencing in August/September	Before 01 November	Administrative charge of £100
	Between 01 November and 01 February	50% of full year's fees plus administrative charge of £100
	After 01 February	100% of full year's fee due
Courses commencing at other dates	Within eight (8) weeks of the date of commencement of the course (excluding non-teaching weeks)	Administrative charge of £100
	Between eight (8) and twelve (12) weeks of the date of commencement of the course (excluding non-teaching weeks)	50% of full year's fees plus administrative charge of £100
	After twelve (12) weeks of the date of commencement of the course (excluding non-teaching weeks)	100% of full year's fee due

Unstructured part time courses or unit/module study, including certificated evening classes

Amount of course elapsed	Fee Due
Within one week of course	No fee due for false start in first week
Up to 25% of course/unit load	Administrative charge of £100
Up to 50% of course/unit load	50% of full fees plus administrative charge of £100
More than 50% of course/unit load	100% of full fee due

Short Courses

Orkney College UHI operates the following cancellation policy for short courses, where short courses are defined as two weeks or less in duration.

Amount of course elapsed	Fee Due
None, student cancels or fails to attend on first/only day of course	If more than 2 working days notice is given – no charge
	If less than 2 working days notice is given – admin charge due (see below for charges)
	Failure to attend and no notice is given – full course cost will be levied
Courses costing up to £100	£10 admin charge
Courses costing between £100 and £300	£30 admin charge
Courses costing between £300 and £500	£50 admin charge
Courses costing between £500 or more	£70 admin charge

For cancellations made within 2 working days but require to re-book for the same or another course then the admin fee will be waived

For cancellations after an ITA booking has been made, the ITA booking will be cancelled and Orkney College reserve the right to apply a non-attendance charge of up to 100% of the course fee

Non-Certificated Evening Classes

Amount of course elapsed	Fee Due
Up to 50% of course	50% of full fee plus administrative charge of £10
More than 50% of course	100% of full fee

For more information please contact our Student Funding Adviser: either by telephone 01856 569202, email nancy.chalmers@uhi.ac.uk or in person Mon-Thu 9am to 5pm.

The information contained in this leaflet offers a general guidance only and is subject to external guidelines and rules and therefore may be subject to change.