

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.

Transfer: student is moving between programmes of study, between academic partners, or changing mode of attendance

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

<https://www.uhi.ac.uk/en/students/support/thinking-of-leaving/>

FINANCIAL IMPLICATIONS - UNDERGRADUATE Scottish/EU Students SAAS Fee Support Full-time

SAAS and similarly funded full-time undergraduate students withdrawing after 01 December are deemed to have received one year funding and **may be eligible for less funding in the future from this funding body**, should they decide to take up another HE course. Further details are available from the SAAS website or the relevant funding body. Students withdrawing before 1 December will incur a £100 administrative charge.

Scottish/EU Students SAAS Fee Support Part-time

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.

Scottish/EU Students ITA Fee Support Part-time

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

RUK Students – other UK funding bodies SLC (England) SF Wales SF NI

25% of tuition fee loan due if withdrawal before the end of semester 1. 50% fee loan due if withdrawal after the beginning of semester 2. Withdrawal after the beginning of the spring holidays means the student is liable for the repayment of the full tuition fee loan.

- www.saas.gov.uk
- www.studentfinance.direct.gov.uk
- www.studentfinancenl.co.uk
- www.studentfinancewales.co.uk

Student Loans, Discretionary and Childcare Funds

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

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

FINANCIAL IMPLICATIONS - POSTGRADUATE Full-time students with fees funded by SAAS

Students who withdraw or change mode of study from full time to part time after 1st December are still liable for the full amount borrowed from SAAS, and are not entitled to any refund. Students withdrawing before 1 December will incur a £100 administrative charge

SLC (England) / SF Wales /SF NI.

The amount of fees to be paid depends on when the date of withdrawal for both permanent and suspensions. Further details are available from the relevant funding body.

Student Loans, 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.

**UNDERGRADUATE
WITHDRAWALS – Fees Due**

Self-funding students on undergraduate courses 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 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

**POSTGRADUATE TAUGHT COURSES
WITHDRAWALS– Fees Due**

Termination of study date	Fee Due
Within five (5) weeks of the date of commencement of the course/module	Administrative charge of £100
Between five (5) and eight (8) weeks of the date of commencement of the course/module	50% of full fees plus administrative charge of £100
After eight(8) weeks of the date of commencement of the course/module	100% of full fee due

Unstructured part time undergraduate courses, short courses or single module/unit study

Amount of course elapsed	Fee Due
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

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.