

### 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 [Bursaries \(orkney.gov.uk\)](https://www.orkney.gov.uk/bursaries) for queries please contact 873535 or email [education.grants@orkney.gov.uk](mailto: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 cutoff date, fees will become due as per schedule. Payment cutoff dates are 1 December 2023 for courses between 1 August 2023 and 31 December 2023 and 1 March 2024 for courses between 1 January 2024 and 31 March 2024.

### **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 - [Bursaries \(orkney.gov.uk\)](https://www.orkney.gov.uk/bursaries) [EMAs \(orkney.gov.uk\)](https://www.orkney.gov.uk/emAs)

### **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 – Finance, UHI Orkney. [ocrevenue@uhi.ac.uk](mailto:ocrevenue@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 two weeks of course start i.e. 'false start'	No fee due for false start in two weeks
Courses commencing in August/September	Before 1 November	Administration charge of £100
	Between 1 November and 1 February	50% of full year's fees plus administration charge of £100
	After 1 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)	Administration 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 administration 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 evening classes

Amount of course elapsed	Fee Due
Within two weeks of course	No fee due for false start in first two weeks
Up to 25% of course/unit load	Administration charge of £100
Up to 50% of course/unit load	50% of full fees plus administration charge of £100
More than 50% of course/unit load	100% of full fee due

### Short Courses

UHI Orkney 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 – administration 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 administration charge
Courses costing between £100 and £300	£30 administration charge
Courses costing between £300 and £500	£50 administration charge
Courses costing between £500 or more	£70 administration 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 UHI Orkney reserve the right to apply a non-attendance charge of up to 100% of the course fee

For more information, please contact our UHI Orkney Finance either by telephone: 01856 569202, email: [ocrevenue@uhi.ac.uk](mailto:ocrevenue@uhi.ac.uk) or report to UHI Orkney Reception and ask for Finance.

**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.**