

**TEMPORARY WITHDRAWAL OR PERMANENT WITHDRAWAL
FINANCIAL IMPLICATIONS - FEES DUE
FURTHER EDUCATION STUDIES 2017/18**

DEFINITION OF TEMPORARY WITHDRAWAL/WITHDRAWAL:

Where a student temporarily withdraws or withdraws before the end of a term/semester, the last date of attendance to be recorded shall be the date of last formal contact i.e.:

- the last day of participation in the course. This would usually be the date of the last class the student attended.

TEMPORARY WITHDRAWAL – 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. 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. Should a student subsequently choose not to return to study after a period of temporary withdrawal they may claim any refund eligible as set out in the Orkney College Fee Policy 2016-17 with the original date of suspension being considered the effective date of withdrawal.

**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 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

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

Short Courses

Cancellations must be made 5 working days before the course start date.

The college reserves the right to apply a non-attendance charge of up to 100% of the course fee

For cancellations made after an ILA booking has been made, the ILA 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

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 ILA200

Students withdrawing are not eligible for ILA200 refunds and may be due fees dependant on withdrawal date as per schedule.

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

Students withdrawing before 01 December SAAS will not fund tuition fees and so the student will become liable for the fees as per schedule.

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

For more information please contact our Student Funding Adviser:-

☎: 01856 569202

✉: nancy.chalmers@uhi.ac.uk

🕒: Mon-Thu (9am – 5pm) Finance Office F4.04

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.