

DATE OF TEMPORARY WITHDRAWAL/WITHDRAWAL:

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

- the date of any letter from UHI requesting an explanation of absence; or
- the last day of the semester (where a student withdraws at the end of a given semester); or
- the date of submission of UHI Withdrawal Form

whichever is the earliest.

(source: <http://www.uhi.ac.uk/en/students/support/thinking-of-leaving/studentwithdrawalpolicyapril2012.pdf>)

TEMPORARY WITHDRAWAL

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 UHI HE Fees Policy 2016-17 with the original date of suspension being considered the effective date of withdrawal <https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies/fees-policy-2016-17/view>

**UNDERGRADUATE
WITHDRAWALS– Fees Due**

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

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

FINANCIAL IMPLICATIONS UNDERGRADUATE

Full-time students with fees funded by SAAS / SLC (England) / SF Wales /SF NI

Students withdrawing after 01 December **may be eligible for less funding in the future**, should they decide to take up another HE course. Further details are available from the SAAS website or the relevant funding body.

- o www.saas.gov.uk
- o www.studentfinance.direct.gov.uk
- o www.studentfinancewales.co.uk
- o www.studentfinancenl.co.uk
- o <http://www.uhi.ac.uk/en/students/support/thinking-of-leaving>

Part-time students with fees funded by SAAS 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.

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.

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.

Student Loans - www.saas.gov.uk

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

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

FINANCIAL IMPLICATIONS POSTGRADUATE

Full-time students with fees funded by SAAS

Students withdrawing or dropping 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

SLC (England) / SF Wales /SF NI.

For details on other funding bodies please contact them direct

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.

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.