

South Thames Colleges Group

WITHDRAWING UNDERGRADUATE STUDENTS FEE POLICY 2018.19

This document outlines the *percentage* of course tuition fees for which withdrawing South Thames Colleges Group undergraduate students will be liable, depending on their official withdrawal date (see definition overleaf).

In this case, undergraduate students include those studying courses at levels 4, 5 and 6, such as:

- Higher National Certificates (HNC)
- Higher National Diplomas (HND)
- Foundation Degrees (FdA)
- Bachelors Degrees (BA, BSc)
- Top-up Degrees (BA, BSc)

For students studying courses at other levels, a separate refund policy applies, and is available on each college website.

Students on franchised courses should check the refund policy of their institution – if you are unsure whether or not you are on a franchised course, please ask your course leader.

Please also note; liability is different for students with loans compared to self-funding students.

Students who have taken out a loan

If you are a withdrawing undergraduate student and have taken out a loan to pay for your course, please see the table below for the percentage of the total tuition fees for which you will be liable.

Period	Withdrawal date	% of liability
-	Withdrawal within 14 days of your enrolment (for late enrollers)	0%
1	Withdrawal on or before 15 October 2018	0%
2	Withdrawal between 16 October 2018 to 6 January 2019 inclusive	25%
3	Withdrawal between 7 January 2019 to 23 April 2019 inclusive	50%
4	Withdrawals after 23 April 2019	100%

Self-funding students

If you are a withdrawing undergraduate student and are funding your course yourself, please see the below table for the percentage of the total tuition fees for which you will be liable – in line with the payment plan which you will have signed at enrolment.

Period	Withdrawal date	% of liability
-	Withdrawal within 14 days of your enrolment (for late enrollers)	0%
1	Withdrawal on or before 15 October 2018	0%
2	Withdrawal between 16 October 2018 to 30 January 2019 inclusive	33%
3	Withdrawal between 31 January 2019 to 29 April 2019 inclusive	66%
4	Withdrawals after 30 April 2019	100%

Withdrawal date definition

Offer-holders who have not enrolled, or who have enrolled but not attended any lessons will be withdrawn by 9 October 2018, and will not be liable for fees.

Late enrolments (after 28 September) are entitled to 100% refund where the withdrawal takes place within two calendar weeks of actual enrolment.

For enrolled students, the date you officially notify the College *in writing* of your intention to withdraw is taken as your official withdrawal date, not your date of last attendance.

Students who are absent for extended periods of time from 10 October 2018 will not be automatically withdrawn by the College (unless specifically advised), and therefore may still be liable for any unpaid course fees.

Further information

For further information and to notify us of your intention to withdraw, please contact your departmental administrator, or Undergraduate Admissions on HE.Admissions@stcg.ac.uk.

Policy Title: Withdrawing Undergraduate Students Fee Policy		Staff Member Responsible: Assistant Principal – HE
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