

WITHDRAWING UNDERGRADUATE STUDENTS FEE POLICY 2023/24

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 – eg. Kingston University and Canterbury Christchurch University. 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 20 October 2023	0%
2	Withdrawal between 21 October 2023 to 08 January 2024 inclusive	25%
3	Withdrawal between 09 January 2024 to 28 March 2024 inclusive	50%
4	Withdrawals after 28 March 2024	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 20 October 2023	0%
2	Withdrawal between 21 October 2023 to 31 January 2024 inclusive	33%
3	Withdrawal between 01 February 2024 to 30 April 2024 inclusive	66%
4	Withdrawals after 30 April 2024	100%

Withdrawal date definition

Offer-holders who have not enrolled, or who have enrolled but not attended any lessons will be withdrawn by 13 October 2023, and will not be liable for fees.

Late enrolments (after 29 September 2023) 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 Colleges Group *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 13 October 2023 will **not** be automatically withdrawn by the Colleges Group (unless specifically advised), and therefore may still be liable for any unpaid course fees.

Suspension of studies

You may elect to suspend your studies rather than withdraw, where mitigating circumstances apply, for instance. These mitigating circumstances must be authorised via the appropriate formal channels at the Colleges Group, in liaison with the awarding body/university partner.

You will remain liable for any fees incurred up to the point of suspension of studies, unless otherwise agreed by the Head of School. Once agreed, the Colleges Group will inform Student Finance, however it is recommended that the student also contact Student Finance. The Head of School must agree fees charged in writing.

Further information

For further information and to notify us of your intention to withdraw, please contact your Departmental Administrator and Undergraduate Admissions on: HE.Admissions@stcg.ac.uk

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