

UNIVERSITY OF ABERDEEN

TUITION FEES REFUND POLICY 2013/14

University Policy on Reduction of Tuition Fee Liability and Refunds for students who withdraw, suspend or discontinue their studies

The purpose of this document is to provide guidance on when refunds of tuition fees will be made by the University and how they will be calculated. This policy relates to the portion of the tuition fee that is paid directly by the student or by a private sponsor.

- 1.1 Any refund of tuition fees and or reduction in tuition fee liability is at the discretion of the University of Aberdeen.
- 1.2 In all cases, any other debt owing to the University will be subtracted from any refund of fees.
- 1.3 The calculation of any refund which may be due will be based on personal contributions that have been paid for tuition fees less the fee liability. The University will apply the following rules when calculating fee liability for students who are withdrawn from University:

Undergraduate & Postgraduate Taught Programmes and Individual Subject Study commencing in the first half-session (includes MRes type programmes)

Withdrawal date	Fee liability
Up to 31 January	60% annual tuition fee will be due. Where the student was admitted to a taught postgraduate Masters programme, 60% of the appropriate Postgraduate Diploma fee will be due.
Up to 30 June	100% annual tuition fee will be due/No refund. Where the student was admitted to a taught postgraduate Masters programme, 100% of the appropriate Postgraduate Diploma fee will be due.
Thereafter	100% annual tuition fee will be due/No refund. Where the student was admitted to a taught postgraduate Masters programme, 100% of the appropriate Masters fee will be due.

At the discretion of the University, a full refund may be made to students withdrawing before 31 October. Also, at the discretion of the University, students withdrawing before 28/29 February will be charged 60% of the annual tuition fee.

Postgraduate Taught Programmes commencing in the second half-session (includes MRes type programmes)

Withdrawal date	Fee liability
Up to 31 May	60% annual tuition fee is due. Where the student was admitted to a taught postgraduate Masters programme, 60% of the appropriate Postgraduate Diploma fee will be due.
Up to 30 September	100% annual tuition fee will be due/No refund. Where the student was admitted to a taught postgraduate Masters programme, 100% of the appropriate Postgraduate Diploma fee will be due.
Thereafter	100% annual tuition fee is due/No refund. Where the student was admitted to a taught postgraduate Masters programme, 100% of the appropriate Masters fee will be due.

At the discretion of the University, a full refund may be made to students withdrawing before 28/29 February.

Undergraduate Programmes and Individual Subject Study commencing in the second half-session

Withdrawal date	Fee liability
Up to 28 February	No tuition fees will be payable
Thereafter	100% of 2 nd half session tuition fee is due/No refund.

Student Loan Company (SLC) Funded Students

The SLC will pay fees for students funded through tuition fee loans on specific dates and University will apply charges according to the dates set out by SLC as follows for students commencing in the first half-session:-

- 25% if in attendance on 3rd Wednesday in October
- 50% if in attendance on 1st Wednesday in February
- 100% if in attendance on 1st Wednesday in May

Postgraduate Research Programmes of study (excludes MRes type programmes)

The official start date of the programme of study will be used to calculate fee liability. Tuition fees will be charged on a pro-rata monthly basis.

Modular Credit-based Programmes

In the case of programmes of study where fees are modular credit-based, the full fee will be charged for each course module that has been started, or for which the student has received learning materials.

- 1.4 In the case of students who have left their programme of study refunds will only be made when the University's student withdrawal procedure has been correctly followed and the student is recorded as withdrawn in the University student records system. Retrospective or backdated withdrawals will not normally be permitted. The date of withdrawal will be taken as the date that the notification of withdrawal is received by the Infohub or Registry.
- 1.5 Where tuition fees are wholly or partially paid by a third party, the refund rules will be superseded by any relevant arrangement agreed by the University, concerning the student and the third party. This includes refunds of US Federal Loans which will be calculated according to the Return to Title IV (R2T4) regulations.
- 1.6 All refunds will only be made to the bank and account holder (or other financial institution) that originally paid the fee. Refunds are not made in cash.
- 1.7 Where a student undertakes an approved temporary suspension of their studies, tuition fees already paid will not normally be refunded but retained until studies are resumed or permanent withdrawal occurs. Students who suspend their studies remain liable to pay any outstanding fees which may be due at the point of suspension.
- 1.8 Any English, Welsh or Northern Irish undergraduate electing to take a tuition fee loan and who subsequently withdraw will be charged according to the payment dates determined by SLC as shown above.
- 1.9 Consideration may be given to making refunds to students who have to withdraw due to exceptional mitigating circumstances. The University shall consider each case on merit. Such cases must be submitted in writing to the Assistant Academic Registrar. Cases based on academic and financial difficulties are not normally regarded as acceptable reasons for any refund or reduction in fee liability.
- 1.10 Complaints about refund decisions or the refund process should be put in writing and addressed to the Academic Registrar.

Payment of refunds

- Please allow 4 weeks from requesting a refund to receiving it.
- All refunds will be calculated in UK Sterling. The University will not refund any shortfalls due to exchange rate fluctuations, or offer compensation for any bank or other charges incurred.
- Where payment of tuition fees was split between more than one payee, any refund due will be made in proportion to the original split
- Cash refunds are not made.
- Documentary evidence of sponsorship is required before any refund of personal contributions towards fees can be considered. This may include copies of award notices from funding bodies or letters from sponsors confirming details of the tuition support to be provided.
- All refunds will be paid back using the original payment method where possible.

This policy does not cover the following:

- Non-refundable tuition fee deposits.
- Accommodation fees. For information on these please contact accommodation@abdn.ac.uk
- Graduation official gown hire and photography - please contact [Ede and Ravenscroft](#)
- Most Field trips - please contact your School/Department