



University of
St Andrews

Tuition fee liability policy for undergraduates

Document type	Policy
Scope (applies to)	Undergraduate students
Applicability date	26/06/2019
Review / Expiry date	27/06/2020
Approved date	15/07/2019
Approver	Academic Registrar
Document owner	Administrator
School / unit	Academic Registry
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Student administration/Tuition fees
Purpose	Tuition fee liability policy for all undergraduate students

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
0.1	Tuition fee liability policy for all undergraduate students	Draft	Heather Dudek, Unit Administrator, Registry	27/06/19

This policy applies to all full time, part time and distance learning undergraduate students.

At matriculation each year, students accept the University's terms and conditions of registration which include accepting liability for tuition fees. Tuition fees are due at registration.

[Paying your tuition fees](#)

Sponsored students

In the event of a student's loan provider or sponsor failing to make payment in respect of the tuition fees, the student will be held personally liable for the payment.

Students are responsible for notifying their loan provider or sponsor of any changes in their circumstances as this may affect their future funding.

Refunds and Leaves of Absence and Withdrawals

First semester

Students who are granted a Leave of Absence or withdraw in the first four weeks of the first semester will be entitled to a full refund of tuition fees.

Students who are granted a Leave of Absence or withdraw after the first four weeks of the first semester will be liable for tuition fees for that semester.

Second semester

Students who are granted a Leave of Absence or withdraw in the first four weeks of the second semester will be entitled to a full refund of tuition fees for that semester.

Students who are granted a Leave of Absence or withdraw after the first four weeks of the second semester will be liable for the full tuition fees.

Things to consider when taking a Leave of Absence

Taking a Leave of Absence is a significant step and the following guidance will explain the process and implications:

[Requesting a Leave of Absence](#)

Refund of fees

Tuition fee refunds will be calculated following academic approval of the student's request to discontinue their studies either on a permanent or temporary basis. This approval is granted by the Pro-Dean of the relevant Faculty.

Any refund granted to a student in respect of payments received directly from a third party will normally be returned directly to the third party.

Normally any debt owing to the University will be deducted from any refund due to the student prior to payment.

Further information is available in the [Refund Procedure](#).

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