



University of
St Andrews

Tuition fee liability policy for evening degree students

Document type	Policy
Scope (applies to)	All students
Applicability date	30/07/2019
Review / Expiry date	29/07/2020
Approved date	31/07/2019
Approver	Academic Registrar
Document owner	Registry Officer
School / unit	Academic Registry
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Student administration/Tuition fees
Purpose	To define tuition fee liability policy for evening degree students

At matriculation each year, students accept the University's terms and conditions of registration which include accepting liability for tuition fees. Payment should be made in full or an instalment plan should be set up from one of the options offered. If your tuition fees are being paid by a sponsor you should ensure this is in place and confirmed to the University at matriculation.

Leaves of Absence and Withdrawals

All Evening Degree students considering taking a Leave of Absence or withdrawing from their course should discuss the matter with the Lifelong Learning Co-ordinator in the first instance. Students must then follow the proper procedure through the Registry Officer (Student Support).

Evening Degree students will have a tuition fee liability as follows:

First Semester

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

Notes

If you are entitled to a refund, the calculation will be based on what you have paid in tuition fees less what you are due to pay.

The following four examples show different scenarios for illustration only:

1. Leave of Absence or withdrawal within the first four weeks of the first semester

A student taking 40 credits (20 credits in the first semester and 20 credits in the second semester) would be eligible for a full tuition fee refund.

2. Leave of Absence or withdrawal after the first four weeks of the first semester but before second semester

A student taking 40 credits (20 in the first semester and 20 credits in the second semester) would be eligible for the 20-credit tuition fee in second semester to be refunded.

3. **Leave of Absence or withdrawal within the first four weeks of the second semester**

A student taking 40 credits (20 credits in the first semester and 20 credits in the second semester) would be eligible for the 20-credit tuition fee in second semester to be refunded.

4. **Leave of Absence or withdrawal after the first four weeks of the second semester**

No refund of tuition fees.

Exceptions to the above

Students eligible for staff rates are not entitled to a refund if they withdraw or are granted a Leave of Absence after the first four weeks of the start of their academic year as their fee is not calculated on a modular basis.

Refund of fees

Tuition fee refunds will be calculated following academic approval of the student's request for Leave of Absence or withdrawal from their studies. This approval is granted by the Registry Student Support Officer.

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](#).

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
0.1	Policy review	Approved	Michele Goodwin	31/07/2019