



University of
St Andrews

Tuition fee liability policy for research postgraduates

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0.1	Policy to clarify the refund policy arising from leaves of absences and withdrawals for postgraduate research students.	Draft	Heather Dudek, Unit Administrator, Registry	27/06/19

This refund policy applies to all full and part-time research postgraduate 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.

As research postgraduate students matriculate throughout the academic year their tuition fee liability will be calculated on a monthly pro-rata basis.

Withdrawals

All research postgraduate students considering withdrawing from their course should discuss the matter with their supervisor in the first instance. Students must then follow the proper withdrawal procedure as set out in the [Postgraduate Policy for Students and Supervisors in Research Postgraduate Programmes](#).

Research postgraduate students who withdraw within the first twenty eight days following the start of their course will be entitled to a full refund of their tuition fees; thereafter, refunds will be calculated on a monthly pro-rata basis.

After the standard fee paying period for full time and part time research postgraduate students, tuition fees will be non-refundable.

Any student whose studies are terminated by the University for academic and/or disciplinary reasons will not be entitled to a refund.

Leaves of Absence

All research postgraduate students considering taking a Leave of Absence from their course should discuss the matter with their supervisor in the first instance. Students must then follow the proper procedure as set out in the [Postgraduate Policy for Students and Supervisors in Research Postgraduate Programmes](#).

Refunds will be made on a monthly pro-rata basis for all Leaves of Absence which are not retrospective.

If a research postgraduate student requests a Leave of Absence, it may be backdated up to 4 weeks prior to the date of the request at the discretion of the University.

All other Leaves of Absence will be treated as retrospective, for which no refund of tuition fees will be made.

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.

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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