



University of
St Andrews

Tuition fee liability policy for taught postgraduates

Document type	Policy
Scope (applies to)	All students
Applicability date	23/12/2020
Review / Expiry date	23/12/2021
Approved date	23/12/2020
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 university policy on tuition fee liability

Tuition Fee Liability Policy for Taught Postgraduates

This refund policy applies to all full-time and part-time taught 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 matriculation.

Refunds and Leaves of Absence and Withdrawals

All taught postgraduate students considering taking a Leave of Absence or withdrawing from their course should discuss the matter with their supervisor or programme co-ordinator in the first instance.

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.

Self-funding students who are entitled to a refund under the above rules will still be liable for any shortfall between the revised fee determined by the University and the instalment(s) already paid.

If a taught 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.

No refund of fees will be made to students who leave without the permission of the Dean of the appropriate Faculty.

Students on taught postgraduate Masters programmes who graduate with a PG Diploma will not be entitled to a refund of tuition fees.

Exceptions to the above

- A student taking a module which runs throughout the academic session who withdraws or is granted a Leave of Absence after the first four weeks of the first semester would not be entitled to a refund of tuition fees.
- 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.

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:

[Things to consider](#)

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](#).

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
0.1	New policy to clarify the refund policy arising from leaves of absences and withdrawals.	Approved	Michele Goodwin, Fees Officer, Registry	27/06/2019
0.2	Annual review	Approved	Michele Goodwin, Fees Officer, Registry	23/12/2020