



University of
St Andrews

Tuition fee liability policy for undergraduates

Document type	Policy
Scope (applies to)	All students
Applicability date	06/09/2020
Review / Expiry date	29/08/2021
Approved date	12/10/2020
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

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 or loan provider, you should ensure this is in place and confirmed to the University at matriculation.

[Paying your tuition fees](#)

Refunds for Leaves of Absence and Withdrawals

This policy applies to all full time, part time and distance learning undergraduate students who are self-funded or have a sponsor other than SAAS. Students enrolled on evening degrees should refer to the separate [Tuition fee liability policy for evening degree students](#).

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 the 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 the 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 for the semester.

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 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](#).

Sponsors and loan providers

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.

Compulsory Leave of Absence, Suspension and Termination

Where a student has their studies terminated or has been put on compulsory Leave of Absence by the University for academic and/or disciplinary reasons, they may not be entitled to a tuition fee refund and may have a personal tuition fee liability.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
0.1	Policy amendment	Approved	Michele Goodwin, Fees Officer, Registry	24/07/2019
0.2	Annual review	Approved	Michele Goodwin, Fees Officer, Registry	12/10/2020