



University of
St Andrews

Tuition fee liability policy

Document type	Policy
Scope (applies to)	All students
Applicability date	31/07/2023
Review / Expiry date	30/07/2024
Approved date	07/08/2023
Approver	Academic Registrar
Document owner	Registry Manager (Student Journey)
School / unit	Academic Registry
Document status	Published
Information classification	Public
EDI review/Equality impact assessment	None
Key terms	Student administration/Tuition fees
Purpose	To define university policy on tuition fee liability

General terms

At matriculation each year, students accept the University's terms and conditions of registration which include accepting liability for tuition fees for the academic year. Payment should be made in full or an instalment plan should be set up from one of the options offered. Final dates for payment are in line with the [Failure to Matriculate policy](#). 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.

1. Foundation and Undergraduate students

Refunds for leaves of absence and withdrawals

This policy applies to all full time, part time and online learning students who are self-funded or have a sponsor other than SAAS. Students enrolled on evening degrees or part-time daytime courses through Lifelong Learning should refer to the separate guidance in section 2.

First semester

Students who are granted a leave of absence or withdrawal and have a last date of engagement prior to week 5 of the first semester will be entitled to a full refund of tuition fees.

Students who are granted a leave of absence or withdrawal and have a last date of engagement from week 5 of the first semester will be liable for tuition fees for that semester.

Second semester

Students who are granted a leave of absence or withdrawal and have a last date of engagement prior to week 5 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 withdrawal and have a last date of engagement from week 5 of the second semester will be liable for tuition fees for that semester.

2. Evening degree students

Refunds for leaves of absence and withdrawals

This policy applies to all students enrolled on evening degrees or part-time daytime courses through Lifelong Learning. Students who are 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 established procedure through the Registry Officer (Student Support).

First semester

Students who are granted a leave of absence or withdrawal and have a last date of engagement prior to week 5 of the first semester will be entitled to a full refund of tuition fees.

Students who are granted a leave of absence or withdrawal and have a last date engagement from week 5 of the first semester will be liable for tuition fees for that semester.

Second semester

Students who are granted a leave of absence or withdrawal and have a last date of engagement prior to week 5 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 withdrawal and have a last date of engagement from week 5 of the second semester will be liable for tuition fees for that semester.

Further information

The following four examples show different scenarios for illustration only:

- I. **Leave of absence or withdrawal with a last date of engagement prior to week 5 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.
- II. **Leave of absence or withdrawal with a last date of engagement from week 5 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.
- III. **Leave of absence or withdrawal with a last date of engagement prior to week 5 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.
- IV. **Leave of absence or withdrawal with a last date of engagement from week 5 the second semester**
No refund of tuition fees.

3. Taught postgraduate students

Refunds for leaves of absence and withdrawals

This policy applies to all full time and part time students who are self-funded or have a sponsor.

First semester

Students who are granted a leave of absence or withdrawal and have a last date of engagement prior to week 5 of the first semester will be entitled to a full refund of tuition fees.

Students who are granted a leave of absence or withdrawal and have a last date of engagement from week 5 of the first semester will be liable for tuition fees for that semester.

Second semester

Students who are granted a leave of absence or withdrawal and have a last date of engagement prior to week 5 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 withdrawal and have a last date of engagement from week 5 of the second semester will be liable for tuition fees for that semester.

Further information

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.

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 online learning student taking a module which runs throughout the academic session who withdraws or is granted a leave of absence and has a last date of engagement from week 5 of the first semester will not be entitled to a refund of tuition fees.

Tuition fee arrangements for online flexible postgraduate taught programmes (Health Professions Education, Data Science, Data Literacy for Social and Environmental Justice)

Fees for online postgraduate programmes will be charged annually, based on the maximum length of study confirmed for your specific programme. Students completing in a shorter length of time may have fees adjusted at relevant points in their programme so that the full fee has been charged prior to completion.

Fees will not be adjusted for students taking leave of absence from their studies, however the dates of any payment plan which is in place may be rescheduled to take the leave of absence into account.

Students who are granted a withdrawal and have a last date of engagement prior to week 5 of their start date will be entitled to a full refund of tuition fees.

Students who are granted a withdrawal and have a last date of engagement from the start of week 5 of their start date will be liable for tuition fees:

- for the full year of study if modules are year-long
- for the relevant semester if modules are semester long

4. Research postgraduate students

Refunds for leaves of absence and withdrawals

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

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

Research postgraduate students who take a leave of absence or withdraw within the first calendar month following the start of their course will be entitled to a full refund of their tuition fees and thereafter refunds will be calculated on a monthly pro-rata basis.

Tuition fees for continuation or extension periods are non-refundable.

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.

5. Staff fees

Students eligible for staff rates are not entitled to a refund if they withdraw or are granted a leave of absence and have a last date of engagement from week 5 of the start of their academic year.

6. Information for all students

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](#)

Further information can also be found in the [Policy on leave of absence, re-engagement and withdrawal](#).

Refund of fees

Tuition fee refunds will be calculated following approval of the student's request for leave of absence or withdrawal from their studies.

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, the above liability deadlines relevant to your type of study will apply.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
0.1	Creation of new single policy	Approved	Michele Goodwin, Fees Officer, Registry	30/07/2021
0.2	Annual review	Approved	Michele Goodwin, Fees Officer, Registry	21/09/2022
0.3	Addition of policy for online flexible PGT programmes	Approved	Michele Goodwin, Fees Officer, Registry	12/01/2023
0.4	Annual review	Approved	Michele Goodwin, Registry Manager Student Journey (UG and Fees), Registry	13/06/2023