

Postgraduate Taught Tuition Fee Policy Relating to Withdrawal or Interruption of Studies. Postgraduate Courses commencing in September 2018

Schumacher College will operate this tuition fee refund and charging policy for full time or part time Postgraduate Taught students who decide to withdraw or request an interruption to their studies.

If you decide to withdraw or to request an interruption to your studies, **you must** complete an official withdrawal/interruption of study form and submit it to the Postgraduate Office *as soon as possible*.

Important: If you stop attending the College, but do not complete and submit the form to the Postgraduate Office, you will still be treated as an enrolled student and will therefore be liable for tuition fees. **Tier 4 students please see point 6 below.

Liability for Postgraduate Courses commencing in September 2018

Tuition Fees are paid in full on, or before Registration.

Registration dates for 2017: Tier 4 students – 28th August 2018. UK/EU Students – 29th August 2018.

Following Registration the following liability will apply:

Where you have withdrawn or interrupted:-	Fees Payable
• By 20 th September 2017	No fees payable
• By 1 st December 2017	Term 1 only
• After 1 st December 2017	Term 1 and Term 2 only
• After 30 th March 2018	Term 1, Term 2 and Dissertation fee.

Short course (Elective(s) for postgraduate credits)

• The deposit	Refundable within 14 days of payment from your account. After 14 days, the deposit is non-refundable.
• Where you have withdrawn up to 14 calendar days prior to the start of the module **	No Fee Payable. Deposit retained by the College.
• Where you have withdrawn after 14 calendar days prior to the module start date.	Full Fees payable for Elective module fee

2. Return to study after interruption

When you return you will be liable for the full fee for the remaining credits you will be studying. Tuition fees will be charged at the advertised rate set for the Academic Year in which you return.

3. Transferring Programme

If you are transferring to a programme of study in a new subject area, you will be liable for the appropriate fee associated with the new programme for the Academic Year in which you commence.

4. Bursary Students

Bursary students who withdraw from their studies will be liable to pay back all or some of their bursary commensurate for the duration of study undertaken.

5. Extenuating Circumstances

Schumacher College follow the Extenuating Circumstances Policies as set out by our Awarding Bodies.

Plymouth University

Further information can be found here: <https://www.plymouth.ac.uk/student-life/your-studies/essential-information/exams/exam-rules-and-regulations/extenuating-circumstances>. The specific Policy and Procedures for Students on Taught Programmes can be found under 'Useful Documents' at the bottom of the link.

University of Wales Trinity Saint David

If you believe that there are extenuating circumstances which may have adversely affected your ability to complete coursework or examinations, you should follow the University's procedures for Extenuating Circumstances for Taught Provision, which can be found on the Academic Office section on the University's website: <http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appealscomplaints-and-other-student-cases/>

For students with **valid** extenuating circumstances, the fee will be adjusted so that when you resume study you pay no more than the standard full time fee for the programme in the year you interrupted.

6. Tier 4 students

If you wish to **withdraw or interrupt your studies, please discuss this immediately with the Postgraduate Administration team** so that they can support you in understanding and adhering to the rules and regulations of the UK Visas and Immigration service concerning your Tier 4 Leave.

If you are a Tier 4 student and you stop attending without notifying the College. Dartington Trust (Schumacher College) will report your absence to the UK Visas and Immigration Service and will cease to act as your Sponsor. You will be expected to leave the United Kingdom and will not be able to return on your Tier 4 Leave. **Overstaying will have serious consequences for any future immigrations applications that you make, including applications for countries other than the UK.**

If you withdraw from your course The Dartington Trust (Schumacher College) will cease to act as your sponsor and you will need to leave the UK. We will seek guidance from Immigration Professionals concerning timing of travel out of the UK. You will not be able to return on your Tier 4 Leave. **Overstaying will have serious consequences for any future immigrations applications that you make, including applications for countries other than the UK.**

If you need to interrupt your studies. Unless there are exceptional circumstances, Interruption during a programme will not ordinarily be supported. The college may seek advice from UK Visas and Immigration concerning the grounds of your interruption and any impact on return to study.

7. Important:

When considering an Interruption, the Maximum period of Registration for your programme must be taken in to consideration.

This tuition fee policy for Withdrawn and Interrupted Postgraduate Taught Students is in addition to and does not affect your statutory rights as a consumer.

If you have any questions or queries about what this policy means for you please contact the Postgraduate Administration team Postgradadmin@schumachercollege.org.uk

Schumacher College is part of The Dartington Hall Trust, a registered charity.

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