

Dartington Learning

- *Schumacher College*
- *College of Arts*

Postgraduate Taught Tuition Fee Policy on withdrawal or interruption of studies

1. Postgraduate taught programmes commencing September 2020

Dartington Learning will apply this Taught Tuition Fee Policy wherever full-time or part-time Postgraduate Taught students decide to withdraw from studies or request an interruption to their studies.

This Postgraduate Taught Tuition Fee Policy applies to students on all postgraduate taught programmes, including those delivered by Schumacher College and those delivered by the College of Arts. It is aligned with the terms of the Dartington Learning Student Contract and in the event of ambiguity, the terms of the Student Contract will take precedence. Note that Dartington Learning has a separate Compensation & Refunds Policy, but this does not apply where you may be considering withdrawal from or interruption to your studies for personal reasons

2. If you decide to withdraw from your studies or wish to interrupt your studies

You **must** complete an official withdrawal/interruption of study form and submit this to the Postgraduate Office *as promptly as possible*.

Important: If you stop attending the College, but do not complete and submit the form to the Postgraduate Office, you will be treated as an enrolled student and remain liable for tuition fees.

International Students: Please note that there are additional implications for students who are studying in the UK on Tier 4 Visas - see *section 8 below*.

3. Fee liability for Postgraduate Courses commencing in September 2020

Tuition Fees must be paid in full prior to, or at the point of, Registration as a Dartington Learning student.

Registration dates for 2020 are as follows:

- Tier 4 students – *15th September 2020*.

- UK/EU Students – 16th September 2020.

Following Registration, the following liabilities will apply:

Full-time and part-time students

Timing of withdrawal or interruption	Fees Payable
<ul style="list-style-type: none"> • Before the 14th day following the commencement of your programme 	<i>No fees payable</i>
<ul style="list-style-type: none"> • After the 14th day following commencement of your programme but prior to the commencement of Term 2 	<i>Term 1 only</i>
<ul style="list-style-type: none"> • Prior to commencement of the dissertation module 	<i>Term 1 and Term 2 only</i>
<ul style="list-style-type: none"> • Following commencement of the dissertation module 	<i>Term 1, Term 2 and Dissertation fee.</i>

Short course (Elective(s) for postgraduate credits)

<ul style="list-style-type: none"> • The deposit 	<i>Refundable within 14 days of payment from your account. After 14 days, the deposit is non-refundable.</i>
<ul style="list-style-type: none"> • Where you have withdrawn more than 14 calendar days before the module start date 	<i>No Fee Payable. Deposit retained by the College.</i>
<ul style="list-style-type: none"> • Where you have withdrawn less than 14 calendar days before the module start date. 	<i>Full Fees payable for Elective module fee</i>

4. Return to study after interruption

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

5. Transferring Programme

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

6. Bursary Students

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

7. Extenuating Circumstances

Dartington Learning adheres to the Extenuating Circumstances Policies of our Awarding Bodies.

Where Plymouth University is the awarding body for your award, further information on relevant policies 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 foot of the link page.

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.

8. Tier 4 students

If you wish to withdraw or interrupt your studies, **please discuss this immediately with the Postgraduate Administration team**. They will provide advice and guidance towards understanding and adhering to the rules and regulations of the UK Visas and Immigration service.

If you are a Tier 4 student and you stop attending without notifying us, Dartington Learning 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 Visa. **Overstaying may 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 Dartington Learning 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 Visa. **Overstaying may 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 normally 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.

9. Registration period

When considering an Interruption, the Maximum period of Registration for your programme must be taken into consideration. The Postgraduate Administration Office can advise on this.

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

Dartington Learning is an activity of the Dartington Hall Trust

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