

**UNIVERSITY POLICY ON TUITION FEE REDUCTION & REFUNDS
FOLLOWING TRANSFER, LEAVE-OF-ABSENCE OR WITHDRAWAL (2011-2012)**

<http://www.shef.ac.uk/ssid/fees/refunds> or via SSiD A-Z and withdrawal page

GUIDANCE FOR STUDENTS

If you are considering, or have decided, to take leave-of-absence, withdraw entirely from your programme of study or transfer to another University then you will probably want to know how this will affect the level of tuition fees which you have to pay. The University refers to the tables below when calculating the new rate of fee payable after the retention of any deposits (and therefore any refund due if you have overpaid) and applies the policy strictly, in order to ensure that all students are treated fairly and consistently. The policy has been set in accordance with the University's General Regulations on fees which state that "in the case of withdrawal from the University of a student, it shall be for the University to decide whether or not to grant any remission of liability to pay fees". Refunds will only be made if all other monies are paid (e.g accommodation, library etc) any outstanding monies will be deducted from a refund before it is paid. If your fees were paid by i.e. debit/credit card or BACs the refund will be made to the same account. If you have any enquiries about how this policy will affect you, please contact the Student Fees Team in Registry Services on 0114 222 1306, or call in to see us on Level 6, University House. This Policy does not apply to students who are studying by distance learning; please seek advice from your department regarding the level of fee due.

Fee Reduction & Refunds Following Transfer

If you are transferring on to a course at the University of Sheffield from the same course at another University, part way through the academic year, the University will assess how this will affect your fees and will liaise with the other University where necessary. Please contact the Student Fees Team for further advice. Similarly, if you are transferring on to a similar course at another University from the same course at the University of Sheffield, part way through the academic year, please contact the Student Fees Team for advice on how this will affect your fees.

Withdrawals and Leave of Absence

Self-funded and privately sponsored students

The following tables set out the University's policy for reducing (and refunding where appropriate) a student's annual tuition fee following leave of absence or withdrawal. This policy relates to the portion of the fee which is paid by the student directly (after the retention of deposits), or by a private sponsor. It does not relate to the share of a home undergraduate fee paid by the Student Loans Company (SLC).

Undergraduate and Postgraduate (Taught) Students

Week of withdrawal or start date of leave-of-absence (granted by Faculty Board)		Corresponding Dates in 2011-2012	Percentage of fees payable.
Intro Week - Week 5	AUT SEM	19 Sept 2011 – 30 Oct 2011	£25 (after the retention of deposits)
Week 6 - Week 9		31 Oct 2011 – 27 Nov 2011	25% (after the retention of deposits)
Week 10 - Week 15		28 Nov 2011 - 5 Feb 2012	50% (after the retention of deposits)

Week 1 - Week 7	SPR SEM	6 Feb 2012 – 25 Mar 2012	75% (after the retention of deposits)
Week 8 →		26 Mar 2012 →	100%

Postgraduate (Research) Students

Week of withdrawal or start date of leave-of-absence (granted by Faculty Board)	Corresponding Dates in 2011-2012*	Percentage of fees payable.
Intro Week - Week 4	26 Sept 2011 - 23 Oct 2011	£25 (after the retention of deposits)
Week 5 - Week 12	24 Oct 2011 - 18 Dec 2011	25% (after the retention of deposits)
Week 13 - Week 25	19 Dec 2011 - 18 Mar 2012	50% (after the retention of deposits)
Week 26 - Week 38	19 Mar 2012 - 17 Jun 2012	75% (after the retention of deposits)
Week 39 →	18 June 2012 →	100%

* These dates relate to students whose registration start date is 26 September. The dates should be adjusted for cross- sessional students according to the 'start of registration' date.

Home Undergraduates

Fees Paid via a Tuition Fee Loan from the Student Loans Company

From September 2006 all Home and EU undergraduate students can take out a loan from the SLC to cover their (or their share of) tuition fees, up to the maximum £3375 in 2011-12. The SLC releases the tuition fee loan directly to the University in two instalments (Feb and May) for those students confirmed as being in attendance on 1 December 2011 – i.e. no tuition fee loan is paid for students who take leave of absence or withdraw prior to 1 December 2011. Therefore the following table sets out the University's policy for reducing the tuition fee loan element of the fee:

Home Undergraduate Students – Tuition Fee Loan payable

Week of withdrawal or start date of leave-of-absence (granted by Faculty Board)		Corresponding Dates in 2011-2012	Percentage of fees payable.
Intro Week – 30 Nov	AUT SEM	19 Sept 2011 – 30 Nov 2011	0%
1 Dec - Week 15		1 Dec 2011 - 5 Feb 2012	50%
Week 1 - Week 7	SPR SEM	6 Feb 2012 – 25 Mar 2012	75%
Week 8 →		26 Mar 2012 →	100%

If you take leave of absence or withdraw, the University will inform Student Finance England or the equivalent funding body of your revised tuition fee loan amount.