

Tuition Fee Refund Policy

This Tuition Fee Refund Policy applies to students who are in Full-time or Part-time attendance.

If you are considering, or have decided to take leave of absence, withdraw entirely or transfer to another University, you will need to know how this will affect your tuition fees. This policy provides essential information on tuition fee refunds. You should also ensure you complete the Change of Status form, sign and submit to your department, promptly.

1. Grounds for Refunds

a) Tuition fees will be refunded in the following instances:

- **Student withdrawal from the course** (either by the student or initiated by the University).
- **Leave of absence**, except in cases where your period of leave of absence ends in the same academic year; if you are a postgraduate research student and you take leave of absence for a period of less than 6 months within the same academic session (for PGR students, the registration start date marks the start of a 12 month academic session).
- **Transfer or downgrade from a Masters qualification to a Diploma or Certificate qualification**, except where:
 - I. the transfer or downgrade is the result of a failure to progress on the higher qualification;
 - II. academic services (teaching/supervision) for the higher award have been received. Please contact your department for advice.

Exceptions to the refund tables, below:

- **Early submission of a thesis** by a postgraduate research student: calculated on a pro-rata monthly basis.

b) Tuition fees will not be refunded in the following instances:

- **The withdrawal of a unit or module does not of itself constitute grounds for a refund.** Tuition fees typically cover the annual provision of teaching, academic support and other services in respect of 120 credits for undergraduate students (total number of credits taken by undergraduate students each academic year) and 180 credits for postgraduate taught students (total number of credits taken by postgraduate taught students each academic session). Whilst there may be occasions when students may not be able to access some modules, the total number of credits will remain unaffected and therefore no refund will apply. If you think you may be entitled to a tuition fee refund, please contact the Student Fees Team (acadreg@citycollege.sheffield.eu).
- **Leave of absence** - where your period of leave of absence ends in the same academic year; if you are a postgraduate research student and you take leave of absence for a period of less than 6 months within the same academic session (for PGR students, the registration start date marks the start of a 12 month academic session).
- **Transfer or downgrade from a Masters qualification to a Diploma or Certificate qualification where:**
 - I. the transfer or downgrade is the result of a failure to progress on the higher qualification;

ll. academic services (teaching/supervision) for the higher award have been received.
Please contact your department for advice.

2. How Refunds are Calculated

Undergraduate and Postgraduate Taught and Postgraduate Research Students The

following table set out how the University calculates refunds.

Week of withdrawal or start of Leave of Absence	Percentage of Semester Tuition Fees Refunded
Intro Week - Week 3 after commencement	50%
Week 4 to Week 12	0%

Fee deposits are non-refundable.

3. How Refunds are Applied

If fees were paid by Debit or Credit Card or a Direct Bank Transfer, the refund will be made to the same account.

The method of refund will be determined by the amount of tuition fees paid and owed up to the point of application. Therefore, subject to individual circumstances, a refund can be:

- a direct refund of tuition fees already paid
- a reduction in the tuition fees due
- a tuition fee debt reduction.

If you change your degree course, you submit your thesis earlier than anticipated or if there is any other kind of interruption to your studies, and you need to know how this Policy will affect you, please email: acadreg@citycollege.sheffield.eu