

CHARGING AND REFUND POLICY 2017-18

Charging and Refund Policy

This Refund and Charging Policy* is for academic year 2017/18. Programme fees due for previous academic years will be subject to the policy that existed at that time.

A refund of tuition fees may be available if:

- you complete the official [withdrawal/interruption process](#)
- you follow the interruption/withdrawal procedures as available on the University website.
- you have no tuition fee debt on your student account

The policy on charging and refunds will also apply if you:

- are interrupted or withdrawn from your programme of study by your faculty,
- are withdrawn from your programme of study for the failure to pay your tuition fees as per the Policy for the Non-Payment of Tuition Fees.
- your application for a UK student visa is refused

** **US Nationals** are not included in this policy for reasons relating to the US Department of Education Regulations relating to Federal Student Aid which are disbursed for the purposes of payment of tuition fees. You must therefore contact your Destination point administrator.*

This policy applies to all **Undergraduate and to **Postgraduate taught** students. **Postgraduate Research Students** are not included in this policy and should see the Charging and Refund policy for Research Students.*

Deposits

Deposits paid to the university are usually non-refundable, except in the following circumstances:

- The student is subject to a refused UK student visa application (see below)
- The student does not meet the academic conditions of their offer
- The university is unable to issue a CAS to a student who requires a Tier 4 visa

Deposits are held for a maximum of 2 years, during which time the student is expected to register with the university or provide evidence that one of the circumstances listed above applies. In the event that a student defers their study to a later academic session, the deposit may be transferred to the new intake.

After 2 years, the deposit will be non-transferrable and non-refundable.

Deposits (and any tuition fees paid in excess of this) will be refunded in the event that an application for a UK student visa is refused and:

- a) the student has not yet started their programme of study
- b) the visa application was submitted after the deposit was paid and applies to the same academic year as the unconditional offer
- c) the visa application was made using an offer letter or CAS issued by the University of Greenwich
- d) the student provides the university with a full copy of the visa refusal letter
- e) all reasonable steps have been taken, where applicable, to overturn the refusal decision
- f) the refusal was not the result of a foreseeable error on behalf of the student or their agent
- g) the refusal did not result from fraudulent or misleading information submitted by the student or their agent

Students whose visas are refused after they have registered with the university and commenced their

programme of study will be considered as withdrawn and subject to a refund in accordance with the withdrawal policy as outlined below.

Where a refund is applicable due to a visa refusal, the university will normally charge an administration fee of £100, to be deducted from the balance to be refunded.

Students: who are registered on programmes who elect to withdraw or interrupt; are interrupted or withdrawn by their faculty; or are withdrawn for the non-payment of tuition fees will have their deposit withheld as outlined in the tables below.

Tuition Fee Charges

Payments made by third parties

Any payment made by a third party will be refunded directly (if due) to the third party. All refunds will be returned to the payee.

Payments originating from outside of the UK

Where payments have originated from outside of the UK monies will be returned to the overseas postal address or account from which it originated.

If your University official programme entry cohort is in the months listed below and you interrupt or withdraw from study:

September start	Fee liability
Within 14 days of completing registration in full with the University*	No fee liability
After 14 days of fully completing registration with the University* up to and including 08/01/2018	25% or any applicable deposit (whichever is higher)
Between 09/01/2018 and 09/04/2018 inclusive	50%
10/04/2018 onwards	100%
January start	Fee liability
Within 14 days of completing registration in full with the University*	No fee liability
After 14 days of fully completing registration with the University* up to and including 09/04/2018	25% or any applicable deposit (whichever is higher)
Between 10/04/2018 and 17/09/2018 inclusive	50%
18/09/2018 onwards	100%
March/April/May start	Fee liability
Within 14 days of completing registration in full with the University*	No fee liability
After 14 days of fully completing registration with the University* up to and including 17/09/2018	25% or any applicable deposit (whichever is higher)
Between 18/09/2018 and 07/01/2019 inclusive	50%
08/01/2019 onwards	100%

*You will be considered to have completed registration if the following applies:

- ALL students – the generic start of term date has been reached or passed (18/09/2017 for September starters, 08/01/2018 for January starters and 05/03/2018 for March/April/May starters) and you have paid your tuition fees or made acceptable arrangements to do so as per the information given at:
- <http://www2.gre.ac.uk/current-students/student-finance/undergraduate/paying-your-fees>
- <http://www2.gre.ac.uk/current-students/student-finance/postgraduate/payment>
- <http://www2.gre.ac.uk/current-students/student-finance/international-fees/payment>

AND

- for NEW STUDENTS - you have verified your personal details, your programme of study and courses AND had your identity and qualification documents checked by staff.

- for CONTINUING STUDENTS - you have verified your personal details, your programme of study and courses.

If the University official programme entry cohort date is outside of those specified above the possibility of a refund will be looked into by student finance automatically.

The first day of term of the 2017/18 academic year will be the date published by the University as the generic start date for the first day of term for undergraduate programmes.

Tuition fee loans

If you are in receipt of a tuition fee loan you will need to contact your student support provider to advise them that you have withdrawn or interrupted your studies, you should also read the financial information under what are the implications of withdrawing or interrupting from study.