



CHARGING AND REFUND POLICY 2015-16

Charging and Refund Policy

This Refund and Charging Policy* is for academic year 2015/16. 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- are interrupted or withdrawn from your programme of study by your faculty,
- are withdrawn from your programme of study for the failure to pay your tuition fees as per the Policy for the Non-Payment of Tuition Fees.

** 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.*

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in receipt of a tuition fee loan you will need to contact your student support provider to advise them that you have withdrawn or interrupted your studies, you should also read the financial information under what are the implications of withdrawing or interrupting from study.

Deposits

The University's policy is that deposits will be held for a maximum of 2 years to allow the students for whom deposits are held to either:-

- Register onto their intended programme of study (in the case of students who have deferred their study to a later academic session),or
- provide evidence to the university of the failed visa application.
- Provide evidence to the university of the failure to meet the academic conditions of their offer.

After this time the deposit will be non-transferable and non-refundable.

For applicants applying for their first Tier 4 student visa from outside the UK, the deposit and tuition fees paid in excess of the deposit are refundable only where the applicant provides evidence that the application for a student visa was not accepted for the year the academic offer was made.

The exception to this refund policy is where the application for a student visa was not accepted due to fraudulent documentation. In this circumstance the deposit will not be refunded and no further applications to study at the University will be accepted.

For applicants who have registered with the university on an existing visa and are applying for a new visa to study with the University of Greenwich the universities standard withdrawal/interruption and Refund and Charging Policy will apply.

If you fail to register, your deposit cannot be refunded or transferred.

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.

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 September 2015 entry and you interrupt or withdraw from study:

Within 14 days of completing registration in full with the University*

You will receive a full refund of any tuition fees paid for the academic year (excluding any applicable deposits).

After 14 days of fully completing registration with the University up to and including the 4th of January 2016

You will be liable to pay 25 per cent of the stated fee or any applicable deposit whichever is higher for the academic year for the programme of study for which you have registered. A refund will only be given if you have paid in excess of the fee due.

From the 5th January 2016 up to and including the 4th of April 2016

You will be liable to pay 50 per cent of the stated fee or any applicable deposit whichever is higher for the academic year for the programme of study for which you have registered. A refund will only be given if you have paid in excess of the fee due.

From the 5th April 2016 onwards

You are not entitled to any refund.

If your University official programme entry cohort is January 2016 entry and you interrupt or withdraw from study:

Within 14 days of completing registration in full with the University*

You will receive a full refund of any tuition fees paid for the academic year (excluding any applicable deposit).

After 14 days of fully completing registration with the University up to and including the 4th of April 2016

You will be liable to pay 25 per cent of the stated fee or any applicable deposit whichever is higher for the academic year for the programme of study for which you have registered. A refund will only be given if you

have paid in excess of the fee due.

From the 5th of April until the 19th September 2016.

You will be liable to pay 50 per cent of the stated fee or any applicable deposit whichever is higher for the academic year for the programme of study for which you have registered. A refund will only be given if you have paid in excess of the fee due.

From the 20th September 2016.

You are not entitled to any refund

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.

* i.e. you have verified your personal details, your programme of study and courses and paid your fees as well as shown your identity and qualifications documents to staff if you are a new student.