

### What is a withdrawal?

**Permanent Withdrawal:** student chooses to leave their programme, and not return or transfer to another programme.

**Suspension:** student chooses to take a specific time out from their studies, student will be returning.

**Transfer:** student is moving between programmes of study, between academic partners, or changing mode of attendance

**Drop/add modules/units:** student changes their module/unit choices after the semester has begun.

### Temporary withdrawal, suspension or leave of absence – Fees Due

Students who withdraw temporarily from their studies are not normally eligible for a refund of fees. Any fees paid will be retained to cover the costs of completion of the course when the student returns to study. If the student does not return within two academic years, the fees will not be refunded.

In cases where a student has paid in advance, and fees have risen during the period of absence, fees will be charged at the earlier, lower, rate provided that the period of temporary withdrawal has not exceeded one year.

[Support with your studies - Thinking of leaving? \(uhi.ac.uk\)](https://uhi.ac.uk)

### **FINANCIAL IMPLICATIONS - UNDERGRADUATE Scottish/EU Students SAAS Fee Support Full-time**

SAAS and similarly funded full-time undergraduate students withdrawing after 1 December are deemed to have received one year funding and **may be eligible for less funding in the future from this funding body**, should they decide to take up another HE course. Further details are available from the SAAS website or the relevant funding body. Students withdrawing before 1 December will incur a £100 administrative charge.

### **Scottish/EU Students SAAS Fee Support Part-time**

Where the student leaves the course before the payment cut-off date, fees will become due as per schedule.

Payment cut-off dates are 1 December 2024 for courses between 1 August 2024 and 31 December 2024 and 1 March 2025 for courses between 1 January 2025 and 31 March 2025.

### **RUK Students – other UK funding bodies SLC (England) SF Wales SF NI**

25% of tuition fee loan due if withdrawal before the end of semester 1. 50% fee loan due if withdrawal after the beginning of semester 2. Withdrawal after the beginning of the spring holidays means the student is liable for the repayment of the full tuition fee loan.

- [www.saas.gov.uk](http://www.saas.gov.uk)
- [www.studentfinance.co.uk](http://www.studentfinance.co.uk)
- [www.studentfinance.direct.gov.uk](http://www.studentfinance.direct.gov.uk)
- [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

### **Student Loans, Discretionary and Childcare Funds**

Depending on how many instalments you have received, you may be required to repay part, or the entire support amount.

Discretionary and Childcare Funds – Finance, UHI Orkney. [ocrevenue@uhi.ac.uk](mailto:ocrevenue@uhi.ac.uk)

[Scholarships, Bursaries, Awards and Discretionary Funds - Discretionary Funds \(uhi.ac.uk\)](https://uhi.ac.uk)

[Higher Education Discretionary and Childcare Fund and Lone Childcare Grant 2023/24 \(uhi.ac.uk\)](https://uhi.ac.uk)

### **FINANCIAL IMPLICATIONS - POSTGRADUATE Full-time students with fees funded by SAAS**

Students who withdraw or change mode of study from full time to part time after 1 December are still liable for the full amount borrowed from SAAS and are not entitled to any refund. Students withdrawing before 1 December will incur a £100 administrative charge.

### **SLC (England) / SF Wales /SF NI.**

The amount of fees to be paid depends on the date of withdrawal for both permanent and suspensions. Further details are available from the relevant funding body.

### **Student Loans, Discretionary and Childcare Funds**

Depending on how many instalments you have received you may be required to repay part, or all of the support amount.

**International Student's Fees are not refundable (Section 7.6.1 HE Fee Policy).**

**UNDERGRADUATE  
WITHDRAWALS – Fees Due**

**Self-funding students on undergraduate courses who intended to study 0.5 FTE or more, within an academic year.**

<b>Date of commencement</b>	<b>Termination of study date</b>	<b>Fee Due</b>
Courses commencing in August/September	Before 1 December	Administrative charge of £100
	Between 1 December and 1 February	50% of full year's fees plus administrative charge of £100
	After 1 February	100% of full year's fee due
Courses commencing at other dates.	Within eight (8) weeks of the date of commencement of the course (excluding non-teaching weeks)	Administrative charge of £100
	Between eight (8) and twelve (12) weeks of the date of commencement of the course (excluding non-teaching weeks)	50% of full year's fees plus administrative charge of £100
	After twelve (12) weeks of the date of commencement of the course (excluding non-teaching weeks)	100% of full year's fee due

**POSTGRADUATE TAUGHT COURSES  
WITHDRAWALS – Fees Due**

<b>Termination of study date</b>	<b>Fee Due</b>
Within five (5) weeks of the date of commencement of the course/module	Administrative charge of £100
Between five (5) and eight (8) weeks of the date of commencement of the course/module	50% of full fees plus administrative charge of £100
After eight (8) weeks of the date of commencement of the course/module	100% of full fee due

**Unstructured part time undergraduate courses, short courses, or single module/unit study**

<b>Amount of course elapsed</b>	<b>Fee Due</b>
Up to 25% of course/unit load	Administrative charge of £100
Up to 50% of course/unit load	50% of full fees plus administrative charge of £100
More than 50% of course/unit load	100% of full fee due

For more information, please contact our UHI Orkney Finance either by telephone: 01856 569202, email: [ocrevenue@uhi.ac.uk](mailto:ocrevenue@uhi.ac.uk) or report to UHI Orkney Reception and ask for Finance.

**The information contained in this leaflet offers a general guidance only and is subject to external guidelines and rules and therefore may be subject to change.**