

Withdrawal from the University of Worcester

(also including International applicants who fail to register)

If you wish to withdraw from the University please complete a Withdrawal Form, which can be obtained from your SOLE page.

Please note there may be serious financial implications if you withdraw from your studies at Worcester. You are strongly advised to discuss the matter in full with your Course Leader or Progression / Programme Lead or your Module or Course tutor before completing the form.

Student Tuition Fee Loans

If you have taken out a tuition fee loan through your relevant funding body (*Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency for Scotland) your loan entitlement ceases. Please see check www.direct.gov.uk for more information.

Student Living Cost Loans/Grants and Allowances

Any instalments due after the date of withdrawal will not be paid to you. Your relevant funding body (*Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency for Scotland) will reassess your entitlement to support based on the period of actual attendance of the course. If an overpayment has been made where an instalment received covers a period longer than the period of attendance prior to leaving the course your relevant funding body (*) may recover the overpayment from your entitlement. If you take up studies again the overpayment may be recovered from your future entitlements.

PGCE Training Bursaries, National Scholarship Programme

You are not entitled to payments of the bursary due after the date you leave your studies if you receive any in error you will be required to repay them. You will not be asked to repay any of the bursary instalments already received prior to the date you leave studies.

Tuition fees

If you are liable to make a contribution towards your fees you will be asked to pay a proportion of tuition fees to the University of Worcester. For withdrawal details please visit your SOLE page or refer to the table below. If you are funded by the Student Loans Company, you must advise them of a change of circumstance and it may affect your entitlement to any future help if you start a new course.

WITHDRAWERS CHARGES TABLE

CHARGES APPLIED

Withdrawal date	Full Time Student Undergraduate and Postgraduate (FT) NCT FT and PT	International *	Part Time (PT)
Day 1 to Day 14 of course or module (Exc fresher's week)	0%	50% **	0%
Full time - Day 14 to end of term 1 Part Time - Day 14 to end of module	25%	50%	100%
Full Time - Day 1 of term 2 to end of term 2	50%	100%	
Full Time - Day 1 of term 3 to end of term 3	100 %	100%	

Accommodation Charges

You must vacate your room on the official date of leaving the University. You will be required to pay the full charges to your University of Worcester accommodation up to the date that you vacate your room. Please contact the Accommodation Team who will confirm the date that you expect to leave: you will be liable for accommodation charges if you do not confirm this date, vacate your accommodation and return the keys to the relevant residence reception

Access to Learning Funds

You will not be eligible to apply for the University's Access to Learning Funds once you have left the University.

Students in Debt

If you have a remaining balance once you withdraw please contact the Finance Department on creditcontrol@worc.ac.uk without delay to make appropriate arrangements to settle your debt to the University. If you believe you are entitled to a refund please see the Debt Management Policy http://www.worcester.ac.uk/documents/Debt_Management_Policy for details of how to request a refund.

International Students **

Please be aware that withdrawal from the University may have implications on your immigration status and the University of Worcester is legally obliged to inform the UKVI that you are no longer a registered student for which you have been granted leave to enter or remain in the United Kingdom.

The deposit paid by international students of 50% of the tuition fee is non-refundable, however in some circumstances we may consider a refund (after deducting administrative costs) if your application for Tier 4 visa is unsuccessful for reasons beyond your control, and you can provide evidence to support this. Requests for refunds, including supporting documentary evidence, should be made by email to creditcontrol@worc.ac.uk within 3 months of the deposit payment date.

Refunds will not be paid if you have:

- Made a visa application that is deemed to be fraudulent;
- Provided incorrect documentation for your visa application ; and /or
- Have insufficient funds to study in the UK, this includes: not having enough money in the bank account; the money not being in the account for the required length of time; and using an account that is not approved.



If you attend a pre-session course at the University and do not pass the requirements to continue, the 50% required deposit for the Degree will be refunded less a £1000.00 administration charge. Any other reason for not continuing will result in the full deposit being held in line with the standard policy above.

Refunds for pre-session courses will be considered less a £300.00 administrative charge.

For American Students who have a loan through Federal Aid, the following applies:

Return of Title IV Funds R2T4 Policy

Students earn Title IV Federal Financial Aid by attending class and if they are not enrolled long enough to earn all of the aid, the 'unearned' portion must be returned to the US Department for Education. The Return of Unearned Title IV Funds Policy applies if the student withdraws study before 60% of aid has been earned.

The University of Worcester is required to notify the student within 45 days of determining the student's withdrawal date of any portion of unearned Title IV funds and return any overpayment to the US Department for Education.

If you have questions about the returning of Title IV program funds, students can call the Federal Student Aid Information Centre at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913.

University of Worcester's withdrawal policy

Registry must be informed as soon as you have decided to permanently withdraw from the University. All students are advised to discuss withdrawal with their personal tutor and/or Student Services before taking a final decision.

What should I do when I have decided to withdraw from University? – having discussed the possibility of withdrawal with your school and Student Services and decided to withdraw permanently from the University, you must notify Registry and the Finance Department of your intention. You may do this online through SOLE Online.



Or

If you do not have internet access, you should complete a Withdrawal Form which can be obtained from Student Records. The form must be completed and brought to First Point, or sent by post, as soon as practicable after you have made the decision to withdraw permanently.

The date that you begin the process of withdrawal will be the date that Student Records the relevant form and this is then used by the Finance Department to determine the Financial Aid that you have earned.

How will we calculate the amount to be paid back? – when a student withdraws during a payment period, the amount of the Title IV program assistance that has been earned up to that point is determined by a specific formula and the University will use the last date of attendance to calculate the R2T4 formula. The payment period is the academic year for which the loan was certified and the percentage of attendance is calculated by dividing the number of days attended by the total number of days in the payment period. For example, if the student attends University for 50% of the payment or enrolment period, the student has earned 50% of the assistance they were originally scheduled to receive, the unearned balance is then returned to the US Department for Education. Once the student has completed more than 60% of the payment or enrolment period, all the assistance that the student was due to receive for that period is considered to have been earned and no refund will be made. The Finance Department use the R2T4 worksheets as provided by the US Department for Education to determine how much of the loan may be restricted and how much must be returned.

Please note that after calculating the amount you have earned in financial aid if you have not earned enough to cover any charges due to the University, then the University will invoice you for any outstanding balance and you will be required to pay this within 45 days.

Research Degree Students

If you are currently a Research Degree student and you are considering withdrawing you must discuss this with a member of the Graduate Research School team. You can obtain a withdrawal form from them and discuss the options available.

Please see fee charges for withdrawing from a Research Degree Programme below

Withdrawal Date	MPhil / PhD / MRes	Professional Doctorate
Charges applied	Pro rata amount of months attended / 12 months	Retainer fee + fees up to date of withdrawal please contact GRS for exact details

Other

Once you leave the course, you cease to be considered as a student. You may then be eligible for social security benefits. You may also become liable for Council Tax, depending on where and with whom you live.