Aston University

Tuition Fees Charging Policy 2012/13

1.Purpose and Scope

This document sets out when students will be charged for tuition fees and their liability at each stage of the academic year if they withdraw or suspend their studies (leave of absence).

2. Undergraduate Programmes

2.1 Home/EU students

Programmes commencing in September/October 2012

A student will **not** be liable to pay tuition fees if an application for a withdrawal / suspension of studies (Leave of Absence) has been formally approved by their School on or before **midnight Friday 12th October 2012. I**t would normally take around five working days for Suspension of studies and withdrawal requests to be processed and students should make sure they submit requests in time for them be processed before this deadline.

In all other cases students will be liable to pay tuition fees as follow:

Where a student's application to be withdrawn from their programme or to suspend their studies (take a Leave of Absence) has been formally approved by their School of study between **midnight on Friday 12th October 2012** and on or before **midnight on Friday 18th January 2013**, the student will be charged **twenty five per cent** of the full tuition fee for that academic year.

Where a student's application to be withdrawn from their programme or to suspend their studies (take a Leave of Absence) has been formally approved by their school of study between **midnight on Friday 18th January 2013** and on or before **midnight on Friday 26th April 2013**, the student will be charged **fifty per cent** of the full tuition fee for that academic year.

Where a student's application to be withdrawn from their programme or to suspend their studies (take a Leave of Absence) has been formally approved by their school of study after **midnight on Friday 26th April 2012**, the student will be charged **one hundred per cent** of the full tuition fee for that academic year.

If the student has taken a tuition fee loan from the Student Loans Company to pay their tuition fees, then Aston University will notify the Student Loans Company of the student's change in circumstances and their revised tuition fee liability for that academic year. Students must also contact the Student Loans Company themselves to confirm this information.

Programmes commencing in January 2013

A student will **not** be liable to pay tuition fees if an application for a withdrawal / suspension of studies (Leave of Absence) has been formally approved by their School on or before **midnight Friday 18th January 2013. I**t would normally take around five working days for Suspension of studies and withdrawal requests to be processed and students should make sure they submit requests in time for them be processed before this deadline.

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Programmes commencing in April 2013

A student will **not** be liable to pay tuition fees if an application for a withdrawal / suspension of studies (Leave of Absence) has been formally approved by their School on or before **midnight Friday 26th April 2013. I**t would normally take around five working days for Suspension of studies and withdrawal requests to be processed and students should make sure they submit requests in time for them be processed before this deadline.

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Where a student's application to be withdrawn from their programme or to suspend their studies (take a Leave of Absence) has been formally approved by their school of study between **midnight on Friday 11th October 2013** and on or before **midnight on Friday 31st January 2014**, the student will be charged **fifty per cent** of the full tuition fee for that academic year.

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If the student has taken a tuition fee loan from the Student Loans Company to pay their tuition fees, then Aston University will notify the Student Loans Company of the student's change in circumstances and their revised tuition fee liability for that academic year. Students must also contact the Student Loans Company themselves to confirm this information.

Programmes commencing in July 2013

A student will **not** be liable to pay tuition fees if an application for a withdrawal / suspension of studies (Leave of Absence) has been formally approved by their School on or before **midnight Friday 12th July 2013. I**t would normally take around five working days for Suspension of studies and withdrawal requests to be processed and students should make sure they submit requests in time for them be processed before this deadline.

In all other cases students will be liable to pay tuition fees as follow:

Where a student's application to be withdrawn from their programme or to suspend their studies (take a Leave of Absence) has been formally approved by their School of study between **midnight on Friday 26th April 2013** and on or before **midnight on Friday 11th October 2013**, the student will be charged **twenty five per cent** of the full tuition fee for that academic year.

Where a student's application to be withdrawn from their programme or to suspend their studies (take a Leave of Absence) has been formally approved by their school of study between **midnight on Friday 11th October 2013** and on or before **midnight on Friday 31st January 2014**, the student will be charged **fifty per cent** of the full tuition fee for that academic year.

Where a student's application to be withdrawn from their programme or to suspend their studies (take a Leave of Absence) has been formally approved by their school of study after **midnight on Friday 31st January 2014**, the student will be charged **one hundred per cent** of the full tuition fee for that academic year.

If the student has taken a tuition fee loan from the Student Loans Company to pay their tuition fees, then Aston University will notify the Student Loans Company of the student's change in circumstances and their revised tuition fee liability for that academic year. Students must also contact the Student Loans Company themselves to confirm this information.

Programmes that commenced in January 2012, April 2012 or July 2012 and will continue into the academic year 2012/13

Where a student began their course in January 2012, April 2012 or July 2012 and withdraws from their programme or suspends their studies (Leave of Absence) part way through the academic year 2012/13, the amount of tuition fee charged will be calculated on an individual basis in line with previous and current policy as appropriate.

2.2 Overseas students and students with an Equivalent Level Qualification

Where a student withdraws from their programme or suspends their studies (Leave of Absence) part way through an academic year of study, their tuition fee liability will be recalculated. The student will be liable to pay tuition fees for the number of full standard undergraduate weeks that they have completed and any standard undergraduate weeks that they have partially completed. For example, the recalculated fee is the full fee divided by 30 standard undergraduate weeks multiplied by the number of standard undergraduate weeks and part standard undergraduate weeks completed on the programme.

3 Postgraduate Taught students

Where a student withdraws from their programme or suspends their studies (Leave of Absence) part way through an academic year of study, their tuition fee liability will be recalculated. The student will be liable to pay tuition fees for the number of full standard terms that they have completed and any standard terms that they have partially completed.

For example, the recalculated fee is the full fee divided by three standard terms multiplied by the number of full standard terms and part standard terms completed on the programme.

4 Postgraduate Research students

Where a student withdraws from their programme or suspends their studies (Leave of Absence) part way through an academic year of study, their tuition fee liability will be re calculated. The student will be liable to pay tuition fees for the number of full calendar months that they have completed and any calendar months that they have partially completed. For example, the recalculated fee is the full fee divided by 12 calendar months multiplied by the number of full calendar months and part calendar months completed on the programme.

Where a writing-up student withdraws from their programme or suspends their studies, the writing-up fee will not be adjusted and the student will continue to be liable to pay the full writing-up fee.

5 Glossary

5.1 Home student
This is a student who qualifies to be considered for a tuition fee loan **and** grants and loans for living costs from the UK government. These students cannot be charged more than £9,000 for their tuition fees. The rules about qualifying as a home student depend on nationality, the immigration status of you and your family members and where you have all been living.

5.2 EU student
This is a student who is an EU national (or the relevant family member of an EU national) and who qualifies to be considered for a tuition fee loan from the UK government. These students cannot be charged more than £9,000 for their tuition fees. The rules about qualifying as an EU student depend on the immigration status of you and your family members and where you have all been living.

5.3 Suspending study (Leave of Absence)
This is when a student stops their studies for a period (normally longer than 60 days) for reasons such as illness. This is also sometimes called a Leave of Absence. Requests to suspend study should normally be made through MAP. A request to suspend study has been formally approved when it has been considered by the relevant school of study and a final decision has been made. The status of the request in the MAP task at this stage will normally show as “Request approved and processed by academic school.”

5.4 Withdrawal
A student may ask to withdraw from their programme at any time and requests to do so should normally be made through MAP. A request to withdraw from a programme of study has been formally approved when it has been considered by the relevant school of study and a final decision has been made. The status of the request in the MAP task at this stage will normally show as “Request approved and processed by academic school.”

5.5 Academic Year
The University academic year is the 12 months period which begins on 1st September.

5.6 Equivalent Level Qualification.
A student has an Equivalent Level Qualification if they already hold an awarded qualification which is at the same level as or is higher than the programme they will be studying at Aston University.

5.7 Standard undergraduate week
There are normally 30 standard undergraduate weeks in an academic year which are arranged into standard terms.

5.8 Standard term

This is defined in the University calendar. In the academic year 2012/13 the standard term dates are as follows:

First Term	30 September to 15 December 2012
Second Term	6 January to 23 March 2013
Third Term	14 April to 8 June 2013

Appendix One

Tables indicating tuition fee charging policy for 2012/13

ALL Undergraduate Programmes Home/EU students

Programmes commencing in September/October 2012

Start Date	End Date	Liability Amount
Midnight Sunday 30 Sept 12	Midnight Friday 12 Oct 12	0%
Midnight Friday 12 Oct 12	Midnight Friday 18 Jan 13	25%
Midnight Friday 18 Jan 13	Midnight Friday 26 Apr 13	50%
Midnight Friday 26 Apr 13	-	100%

Programmes commencing in January 2013

Start Date	End Date	Liability Amount
Midnight Monday 31 Dec 12	Midnight Friday 18 Jan 13	0%
Midnight Friday 18 Jan 13	Midnight Friday 26 Apr 13	25%
Midnight Friday 26 Apr 13	Midnight Friday 11 Oct 13	50%
Midnight Friday 11 Oct 13	-	100%

Programmes commencing in April 2013

Start Date	End Date	Liability Amount
Midnight Sunday 31 Mar 13	Midnight Friday 26 Apr 13	0%
Midnight Friday 26 Apr 13	Midnight Friday 11 Oct 13	25%
Midnight Friday 11 Oct 13	Midnight Friday 31 Jan 14	50%
Midnight Friday 31 Jan 14	-	100%

Programmes commencing in July 2013

Start Date	End Date	Liability Amount
Midnight Sunday 30 Jun 13	Midnight Friday 12 Jul 13	0%
Midnight Friday 12 Jul 13	Midnight Friday 31Jan 13	25%
Midnight Friday 31Jan 13	Midnight Friday 2 May 14	50%
Midnight Friday 2 May 14	-	100%

Overseas students and students with an (Equivalent Level Qualification)

Period	Status of Completion	Liability Amount
Full Standard UG Weeks	Completed	100% full completed week
Full Standard UG Weeks	Partially Completed	Plus 100% of partial week

Postgraduate Taught students

Period	Status of Completion	Liability Amount
Full Standard Terms	Completed	3rd of the Annual Fee
Full Standard Terms	Partially Completed	3rd of the Annual Fee

Postgraduate Research students

Period	Status of Completion	Liability Amount
Full Calendar Months	Completed	100% full completed months
Full Calendar Months	Partially Completed	Plus 100% of partial month
Writing-Up Fee	-	100%

Placement Year Fees

Period	Status of Completion	Liability Amount
Placement Fees	-	100% Full Fees Payable