

Withdrawal Policy

The Withdrawal Policy is applicable to all students whether full-time or part-time.

Fee Payable

All Students will be allowed four weeks from the start of the academic year before charges are incurred. Tuition fee charges are incurred based on enrolment status and not on actual attendance. Students are considered enrolled until such time as official notification of withdrawal, interruption or transfer to another campus is submitted to student office.

	October Intake		January Intake	
Learning week	Enrolment Period	% Fee Payable	Enrolment Period	% Fee Payable
Week 1 - 4	27 Sep 21 - 24 Oct 22	*	17 Jan 22- 13 Feb 22	*
Week 5 - 11	25 Oct 21 - 02 Jan 21	50%	14 Apr 22- 03 Apr 22	50%
Week 12- End	03 Jan 22- to End	100%	04 Apr 22- End	100%

* Non-Refundable deposit is applicable

Non-Refundable Deposit

Students are required to pay a non-refundable deposit to secure a place at the University. The value of the deposit is deducted from the tuition fee due, upon enrolment. Students who defer entry are permitted to carry forward the non-refundable deposit for one academic year only.

Interruptions and Temporary Withdrawals

The above policy also applies to students who choose to interrupt their studies. Where payment has been made in excess of the tuition fee charged, the overpayment will not be refunded, however the credit balance will be carried forward to be applied against future tuition fee charges. This credit may be carried forward for up to one academic year.

Dropped Modules

Students registered on modules at week six are liable to pay for them. Any student dropping a module after this point is still liable to pay. In this circumstance the module status should be changed to DM and must not be deleted.

Students that transfer from full time to part time after week six shall still be liable to pay fees at the full time rate. This does not apply to module changes and does not affect the withdrawal policy.