

## Student Tuition Fee Refund Policy

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1. If you take a leave of absence, withdraw or suspend your studies during a session, you will be liable for tuition fees as specified in sections 3, 4, 5, 6, 7, 8 below.

**If you are a student on a York Online Programme please refer directly to section 8 for information on the Refund Policy applicable to these courses.**

If you or your sponsor has already paid more than the fees charged, then the excess may be refunded to the fee payer. However where you are taking a leave of absence or suspending your studies then any credit will be held on your account pending your return to the University.

Any debt you may owe to the University will be subtracted from any refund of fees. The University may, at the discretion of the Director of Finance, make an administrative charge to recover the cost of making a refund.

Refunds of under £25 are not usually processed due to the bank charges and other costs involved.

Refunds should be requested by contacting the Fees Office ([fees-office@york.ac.uk](mailto:fees-office@york.ac.uk)). Refunds are normally processed by the Fees Office towards the end of each academic term. In exceptional cases refunds may be processed in advance of the normal cycle by contacting the Fees Office Manager.

The University will refund the monies paid using a bank transfer or to a credit/debit card, back to the same account or card that the payment was made from.

2. The following guidance is available about leaving the University:

Taught students (Undergraduate and Post Graduate)

<https://www.york.ac.uk/students/support/academic/taught/leaving/>

<http://www.york.ac.uk/staff/supporting-students/issues/academic/taught/>

Research students (Post Graduate)

<http://www.york.ac.uk/staff/supporting-students/issues/academic/research/>

The date of withdrawal is defined as your last day of attendance as agreed with your department and your supervisor. In all cases, the dates of terms are the standard term dates published on the University website regardless of the dates of study of any particular course.

3. If you are a UK/EU undergraduate student, or a UK/EU student studying for PGCE, seeking a refund for your studies from academic year 2012/13 then the following rules apply:

<b>Leaving date</b>	<b>Amount of tuition fees payable by the student or sponsor</b>
<b>Before the end of the first term</b>	The amount of the tuition fees due is based on the number of weeks in attendance up to a maximum of 25% of the annual tuition fee.
<b>After the end of the first term and before the end of the second term</b>	The amount of the tuition fees due is based on the number of weeks in attendance up to a maximum of 50% of the annual tuition fee
<b>After the end of the second term and before the end of the third term</b>	The amount of the tuition fees due is based on the number of weeks in attendance upto a maximum of 100% of the annual tuition fee

\*\* If the refund relates to an UK/EU student for studies for academic years before 2012/13 then the refund rules in (4) apply

4. If you are an Overseas undergraduate student, or an Overseas student studying for PGCE then the following rules apply:

<b>Leaving date</b>	<b>Amount of tuition fees payable by the student or sponsor</b>
<b>Before the end of the first term</b>	The amount of the tuition fees due is based on the number of weeks in attendance as a proportion of the number of weeks in the normal academic year (30 weeks)
<b>After the end of the first term and before the end of the second term</b>	The amount of the tuition fees due is based on the number of weeks in attendance as a proportion of the number of weeks in the normal academic year (30 weeks)
<b>After the end of the second term and before the end of the third term</b>	The amount of the tuition fees due is based on the number of weeks in attendance as a proportion of the number of weeks in the normal academic year (30 weeks)

5. If you are a Postgraduate student (UK/EU or Overseas) then the following rules apply:

<b>Leaving date</b>	<b>Amount of tuition fees payable by the student or sponsor</b>
<b>From start of course until the end eight months</b>	The amount of the tuition fees due based on the number of months (a partially completed month is treated as a full month) in attendance as a proportion of the number of months in a year (12 months)
<b>From the start of the ninth month</b>	No refund of tuition fees will be payable to the student or sponsor.

6. If you are a student who is visiting the University for one or two terms then you will be charged for those terms. There is no reduction in the fees if you leave early.

7. If you are a distance learning student then the fees charged depend on the course and any reduction depends on the amount of studies that have been completed.

3. If you are a student on a **York Online Programme** on one of our 100% Online courses paid per module, (UK/EU or Overseas) then the following rules apply:

<b>Leaving date</b>	<b>Amount of tuition fees payable by the student or sponsor</b>
<b>Payment per module</b>	
<b>Up to eight days after module start</b>	A full refund will be given for the amount of the tuition fees you have paid for the module. All refunds will be made online to the credit / debit card used for the original payment.
<b>From the ninth day after module start</b>	No refund of tuition fees will be payable to the student or sponsor.

The York Online Programmes are currently the 100% online MSc degrees in Management and Computer Science.

Your request to withdraw must be received in the refund period.

If you or your sponsor has already paid more than the fees charged, or you have chosen the upfront payment option, then the excess may be refunded to the fee payer.

If you have a query about a refund then please contact the Fees Office on 01904 322120 email [fees-office@york.ac.uk](mailto:fees-office@york.ac.uk), or write to the Fees Office, Finance Services, Unit 1 Market Square, Heslington, York, YO10 5NH.