

2012-13 FEE LIABILITY CUT-OFF DATES FOR WITHDRAWALS AND INTERCALATIONS

If for any reason you decide to withdraw from the University or if you are permitted to begin a period of intercalation (an approved interruption to your period of study) on or before 31 October 2012 you will not be liable for tuition fees. If you withdraw after that date, or begin a period of intercalation after that date, you **will be** charged tuition fees *pro rata*, as follows:

Full-time undergraduates and all taught postgraduates

1 November 2012 – 7 January 2013	25% of fees
8 January 2013 – 14 April 2013	50% of fees
15 April 2013 – end 2012-13 academic year	full fees

All Research postgraduates

If for any reason you decide to withdraw from the University or if you are permitted to begin a period of intercalation (an approved interruption to your period of study) within one month of commencing your course you will not be liable for tuition fees. If you withdraw, or begin a period of intercalation, after that date you **will be** charged tuition fees based on each month (or part thereof) that you have completed.

Part-time undergraduates (excluding the Centre for Continuing Education)

Autumn Semester Modules – if you decide to withdraw from a module before the end of Week 5 of the semester (26 October 2012) you will not be liable for fees for the module. However, if you withdraw from a module after that date, you will be liable for *half* of the module fee.

Spring Semester Modules – if you decide to withdraw from a module before the end of Week 5 of the semester (8 February 2013) you will not be liable for fees for the module. However, if you withdraw from a module after that date, you will be liable for *half* of the module fee.

Year Long Modules – if you decide to withdraw from a module on or before 31 October 2012 you will not be liable for fees for the module. However, if you withdraw from a module after that date, you will be charged *pro rata* as follows:

1 November 2012 – 7 January 2013	25% of the module fee
8 January 2013 – 14 April 2013	50% of the module fee
15 April 2013 – end 2012-13 academic year	full module fee

Centre for Continuing Education

Single Semester Modules – if you decide to withdraw prior to completing 50% of the module no fee will be due. If you complete 50% or more before withdrawing you will be charged half of the module fee.

Year Long Modules – if you decide to withdraw from a year long module you will be charged one third fees for each term (or part term) you have studied.

MBA Courses commencing in January

Please note: Students registered on the two year part-time course will be invoiced in January in each year of the course

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01 January – 31 January	no fee
01 February – 30 April	25% fees
01 May – 31 August	50% fees
01 September – 31 December	full fees