

## Fee Liability for the Academic Year 2023/24

The following document sets out to explain how tuition fees are payable to the University, how tuition fees are charged for the academic year 2023/24, and how any liability is calculated following temporary or permanent withdrawal.

### Payment Dates for Self-Financing Students

The University offers two methods of payment for self-financing students. The first option is to pay tuition fees in full during registration, either by debit card, credit card or bank transfer. The second option is to set up an instalment plan during online registration, with payments coming directly from a nominated debit card or credit card. If you choose to pay by instalments, the payment plan must be in place by the time the first instalment is due.

For students commencing or returning to study in **the Autumn term** (September 2023), payment plans set up online will have three instalments. The nominated debit or credit card will be charged on the following dates:

First instalment (34% of tuition fee) 17<sup>th</sup> October 2023.

Second instalment (33% of tuition fee) 16<sup>th</sup> January 2024.

Third instalment (33% of tuition fee) 23<sup>rd</sup> April 2024.

For students returning to study from a period of temporary withdrawal in **the Spring term** (January 2024), payment plans set up online will have two instalments. The nominated debit or credit card will be charged on the following dates:

First instalment (50% of tuition fee) will be taken straight away, when the payment plan is set up.

Second instalment (50% of tuition fee) 23<sup>rd</sup> April 2024.

For students returning to study from a period of temporary withdrawal in **the Summer term** (May 2024), the full fee will be due for payment during online registration.

### New Entrants Withdrawing

No fees are charged when a new student notifies the University in writing of their intention to withdraw within three weeks of the commencement date of their first year of study.

Please note that arrivals weekend is used to denote the commencement date of the academic year for new students. For the academic year 2023/24 arrivals weekend is the 23<sup>rd</sup> and 24<sup>th</sup> September 2023. Therefore, new students will not be charged fees if they notify the University of their intention to withdraw by Friday 13<sup>th</sup> October 2023. If notification is received after this date, they will be liable to pay tuition fees.

New entrants withdrawing after Friday 13<sup>th</sup> October will be charged in line with the below guidelines for continuing students.

## **Continuing Students Withdrawing**

### **Refunds of tuition fee overpayments:**

If you withdraw from your course, you may be eligible for a refund of any overpayments made towards your tuition fees.

Refunds made by the University are governed by a strict set of policies and procedures, to ensure that financial and Money Laundering Regulations are adhered to.

Where possible, all refunds will be returned to the person or organisation that made the original payment. Refunds will be made using the same method as the original payment.

In some cases, we will need to contact you to obtain further information or payment details before we can complete a refund. For larger refunds we may require additional information, including bank statements and photographic ID. Please ensure you provide a valid email address when you request your refund to enable us to contact you if necessary.

When a payment has been made by a third party, we may need to speak to them directly to confirm details and obtain payment information. Please provide an appropriate email address for the third party as the information must come directly from the person who made the original payment.

Where refunds are being returned to an overseas bank card or bank account, the University is unable to refund any shortfalls due to exchange rate fluctuations or offer compensation for any bank or other charges incurred.

Fee adjustments due to intermission or permanent withdrawal can only be applied once the appropriate paperwork has been completed and processed. If you have not yet completed this paperwork, please contact the relevant office as soon as possible (postgraduate research students

should email [researchstudentprogress@sussex.ac.uk](mailto:researchstudentprogress@sussex.ac.uk); all other students should contact the Student Centre).

The University will make all efforts to process refunds within seven days of receipt of all required information. However, please allow up to four weeks for any refund payment to arrive in your bank account as the University cannot be held responsible for any delays relating to banking systems, which are outside of our control.

For more information, please see our refund pages at the below link:

<https://student.sussex.ac.uk/money/fees/refunds>

**Continuing students will be charged as per the below guidelines.**

**The following guidelines are for:**

**Undergraduates (Home/EU and Overseas)**

**PGCE Students (Home/EU and Overseas)**

**Postgraduate Diploma and Certificate Programmes ending in June (Home/EU and Overseas)**

**When registering, tuition fees are charged according to point of entry.**

Students commencing or returning to study in **the Autumn term** (September 2023) will be charged the full year tuition fee.

Students returning to study from a period of temporary withdrawal in **the Spring term** (January 2024) will be charged 75% of the full year tuition fee.

**How tuition fees are charged following temporary or permanent withdrawal**

For study commencing in **the Autumn term**

Fees are charged based on your last date of attendance, and accrue as follows:

If the last date of attendance is on or before the 28/01/24 25% of the full year fee will be charged.

If the last date of attendance is on or before the 03/05/24 50% of the full year fee will be charged.

If the last date of attendance is after the 03/05/24 100% of the full year fee will be charged.

For return to study in **the Spring term** (following a period of temporary withdrawal)

Fees are charged based on your last date of attendance, and accrue as follows:

If the last date of attendance is on or before the 03/05/24 25% of the full year fee will be charged.

If the last date of attendance is after the 03/05/24 75% of the full year fee will be charged.

## Examples

1) A new student, who started their study in the Autumn term, permanently withdraws and their last date of attendance is the 13<sup>th</sup> of October 2023. No fees are charged as their last date of attendance is before the end of the first three weeks (which is the 13<sup>th</sup> of October 2023).

2) A student who commences their study in the Autumn term takes a period of temporary withdrawal, and their last date of attendance is the 8<sup>th</sup> of December 2023. They are charged 25% of the full year fee in 2023/24. They return in the Spring term of 2024/25 to complete the rest of their first year, and they are charged 75% of the full year fee for 2024/25.

3) A student who commences their study in the Autumn term permanently withdraws and their last date of attendance is the 22<sup>nd</sup> of March 2024. They are charged 50% of the full year fee in 2023/24.

4) A student who returns to study after a period of temporary withdrawal in the Spring term (January 2024) withdraws, and their last date of attendance is 12<sup>th</sup> April 2024. They are charged 25% of the full year fee in 2023/24, for their attendance from January 2024 to 14<sup>th</sup> April 2024.

5) A student who commences their study in the Autumn term takes a period of temporary withdrawal, and their last date of attendance is the 8<sup>th</sup> of March 2024. They are charged 50% of the full year fee in 2023/24. They return in the Spring term of 2024/25 to repeat Spring term teaching and complete the rest of their first year, and they are charged 75% of the full year for 2024/25.

Further information, including how to arrange temporary or permanent withdrawal, can be found on the Student Hub webpage: <https://student.sussex.ac.uk/attendance/withdrawing>

**The following guidelines are for:**

**Postgraduate Taught Students (Home/EU and Overseas)**

**Postgraduate Diploma and Certificate Programmes ending in September (Home/EU and Overseas)**

**When registering, tuition fees are charged according to point of entry.**

Students commencing or returning to study in **the Autumn term** (September 2023) will be charged the full year tuition fee.

Students returning to study from a period of temporary withdrawal in **the Spring term** (January 2024) will be charged 67% of the full year tuition fee.

Students returning to study from a period of temporary withdrawal in **the Summer term** (May 2024) will be charged 33% of the full year tuition fee.

**How tuition fees are charged following temporary or permanent withdrawal**

For study commencing in **the Autumn term**

Fees are charged based on your last date of attendance, and accrue as follows:

If the last date of attendance is on or before the 28/01/24 33% of the full year fee will be charged.

If the last date of attendance is on or before the 03/05/24 67% of the full year fee will be charged.

If the last date of attendance is after the 03/05/24 100% of the full year fee will be charged.

For return to study in **the Spring term** (following a period of temporary withdrawal)

Fees are charged based on your last date of attendance, and accrue as follows:

If the last date of attendance is on or before the 03/05/24 33% of the full year fee will be charged.

If the last date of attendance is after the 03/05/24 67% of the full year fee will be charged.

For return to study in **the Summer term** (following a period of temporary withdrawal)

If any of the final study period is attended 33% of the full year fee will be charged.

## Examples

1) A new student who started their course in the Autumn term permanently withdraws, and their last date of attendance is the 13<sup>th</sup> of October 2023. No fees are charged as their last date of attendance is before the end of the first three weeks (which is the 13<sup>th</sup> of October 2023).

2) A student who commenced their study in the Autumn term takes a period of temporary withdrawal, and their last date of attendance is the 8<sup>th</sup> of December 2023. They are charged 33% of the full year fee in 2023/24. They return in the Spring term of 2024/25 to complete the rest of the year and are charged 67% of the full year fee for 2024/25.

3) A student who commenced their study in the Autumn term takes a period of temporary withdrawal, and their last date of attendance is the 14<sup>th</sup> of March 2024. They are charged 67% of the full year fee in 2023/24. They return in the Summer term of 2024/25 to complete the rest of the year and are charged 33% of the full year fee for 2024/25.

4) A student who commenced their study in the Autumn term takes a period of temporary withdrawal, and their last date of attendance is the 29<sup>th</sup> of February 2024. They are charged 67% of the full year fee in 2023/24. They return in the Spring term of 2024/25 to repeat Spring term teaching and complete the rest of their first year, and they are charged 67% of the full year for 2024/25.

5) A student who commenced their study in the Autumn term permanently withdraws, and their last date of attendance is the 18<sup>th</sup> of April 2024. They are charged 67% of the full year fee in 2023/24.

6) A student who returns to study in the Spring term takes a period of temporary withdrawal, and their last date of attendance is the 25<sup>th</sup> of April 2024. They are charged 33% of the full year fee in

2023/24. They return in the Spring term of 2024/25 to complete the rest of the year and are charged 67% of the full year for 2024/25.

Further information, including how to arrange temporary or permanent withdrawal, can be found on the Student Hub webpage: <https://student.sussex.ac.uk/attendance/withdrawing>

### **The following guidelines are for: Postgraduate Research Students (full time or part time study)**

#### **When registering, tuition fees are charged according to point of entry.**

Students commencing or returning to study in **October** will be charged the full year tuition fee.

Students commencing or returning to study in any other month will be charged a pro-rata'd fee for the number of months they are studying that academic year.

#### **Examples**

- 1) A student commencing study in October will be charged the full year tuition fee.
- 2) A student commencing study in November will be charged 11/12ths of the full year tuition fee.
- 3) A student commencing study in December will be charged 10/12ths of the year tuition fee.
- 4) A student commencing study in April will be charged 6/12ths of the year tuition fee.
- 5) A student commencing study in June will be charged 4/12ths of the year tuition fee.

#### **How tuition fees are charged following temporary or permanent withdrawal**

Fees are charged on a pro-rata basis for the number of months that have been attended. The Student Records Team will advise Student Accounts of this information, who will amend your tuition fees accordingly.

#### **Examples**

- 1) A student commences study in October. They take a period of temporary withdrawal for January and February, so will be charged for ten months of the full year fee.
- 2) A student returns to study in October. They take a period of temporary withdrawal for July, August, September, October, and November 2024. They are charged nine months of the full year fee in 2023/24, and ten months of the full year fee when they return in 2024/25.
- 3) A student commences study in February. They permanently withdraw in June. They are charged five months of the full year fee.

Further information, including how to arrange temporary or permanent withdrawal, can be found on the following webpage: <http://www.sussex.ac.uk/rsao/>

**The following guidelines are for:  
Postgraduate Research Students (pre-submission, re-submission or extension)**

Periods of pre-submission, re-submission and extension are charged in set portions as detailed below. The Student Records Team will advise Student Accounts of the agreed period of attendance and tuition fees will be charged accordingly.

**Pre-submission**

Periods of pre-submission are charged in quarterly blocks.

The full year fee, covering 12 months, is £520.

A period of nine months pre-submission is charged at three quarters of the fee, £390.

A period of six months pre-submission is charged at two quarters of the fee, £260.

A period of three months pre-submission is charged at one quarter of the fee, £130.

**Re-Submission**

Re-submission covers a period of 12 months, with a fee of £520.

**Extensions**

Periods of extensions will be charged according to the type of attendance (examples are given below). In addition, a one-off extension fee of £130 will be due.

**Examples:**

- 1) Six months extension of full-time study will be charged at six months of the full year fee, in addition to a one off extension fee of £130.
- 2) One year's extension of full-time study will be charged at 100% of the full year fee, in addition to a one off extension fee of £130.
- 3) Three months extension on pre-submission status will be charged at one quarter of the full year pre-submission fee, £130, in addition to a one-off extension fee of £130.
- 4) Nine months extension on pre-submission status will be charged at three quarters of the full year pre-submission fee, £390, in addition to a one-off extension fee of £130.

Further information can be found on the following webpage: <http://www.sussex.ac.uk/rsao/>