



TUITION FEE LIABILITY PROCEDURE 2026/27

1. Overview and purpose

- 1.1 In accordance with the [Student Fees and Debt Recovery Policy](#), this document sets out how tuition fee liability will be calculated for the academic year 2026/27 in relation to Undergraduate degree courses, PGCE courses, Postgraduate research courses and Postgraduate taught courses excluding Online Distance Learning courses.
- 1.2 Tuition fee liability and associated refunds for all other educational provision including University Summer School, short courses, pre-sessional courses, apprenticeships, courses managed within a collaborative commercial arrangement and not open to general applicants ('closed courses') and Online Distance Learning is governed by the relevant terms and conditions issued by the University to the student and/or fee payer, where this is different.

2. Taught programmes, including PGCE courses and the taught element of an integrated PhD course

2.1 Tuition fee liability

Student liability for tuition fee for taught programmes is calculated from the first day of teaching for the relevant course. In most cases, this date is in accordance with the University's published academic timetable. Where the requirements of a course are such that the published University timetable is not applicable, the course start date will be the start date which is notified in the student offer letter, and liability is calculated from this date.

- 2.2 Students are expected to register with the University during the defined registration period – where a student registers after this period, for example due to travel or administrative delays, their liability is not affected and will still be calculated from the first day of teaching as above.
- 2.3 Students are liable for 100% of their course fee, or their annual tuition fees where relevant (e.g. for undergraduate or part-time courses where the fee is charged on an annual basis or post graduate courses with a placement year), from the start point defined above, unless they withdraw temporarily or permanently from the University.
- 2.4 Where a student withdraws temporarily or permanently from the University during the academic year, liability for fees may be reduced depending on the last date of University attendance or engagement ('LDA') recorded by University Academic Services and notified to the student.
- 2.5 In accordance with the University's Attendance, Engagement and Absence



Policy, attendance and engagement may include, but are not limited to:

- participation in timetabled teaching (in person or online),
- completion and submission of assessments, and
- attendance at scheduled meetings with University staff such as tutorials or supervisory sessions.

- 2.6 The University will take all reasonable steps to determine the student's attendance or engagement to ensure that tuition fees and any external funding are adjusted accurately.
- 2.7 Following these reasonable steps, the most recent verified date of attendance or engagement will be recorded as the official last date of attendance ('LDA').
- 2.8 Liability points and fee liability are set out as below:
- Table 2.8.1 - students commencing their studies or returning to study in the autumn term
 - Table 2.8.2 - students commencing their studies in the spring term
 - Table 2.8.3 - students returning to study in the spring term following a period of temporary withdrawal
 - Table 2.8.4 - students returning to study in the summer term following a period of temporary withdrawal.

Table 2.8.1: Tuition fee liability for students commencing their studies or returning to study in the autumn term 2026/27

Tuition fee liability is as follows:

Students commencing or returning to study in the autumn term 2026/27 NB in all cases fee liability relates to fees set for the 2026/27 academic year		
Last official date of attendance during this period:	Cumulative fee liability: Undergraduates, PGCE students, 9-month Postgraduate diploma and certificate programmes	Cumulative fee liability: Postgraduate taught students, 12-month Postgraduate diploma and certificate programmes
Up to and including the third Friday of teaching (Friday 16 October 2026 for most courses – see 2.1 above)	New students: 0% All other students: 25%	New students: 0% All other students: 34%
Up to and including the Friday before semester two begins (Friday 29 January 2027)	25%	34%
Up to and including the Friday before the summer term begins (Friday 2 April 2027)	50%	67%
Up to and including the Friday before semester one of the next academic year begins (TBC 2027)	100%	100%

Table 2.8.2 Tuition fee liability for students commencing their studies in the spring term

Tuition fee liability is as follows:

Students commencing a new programme of study in the spring term 2026/27 NB in all cases fee liability relates to fees set for the 2026/27 academic year		
Last official date of attendance during this period:	Cumulative fee liability: 9-month Postgraduate diploma and certificate programmes	Cumulative fee liability: Postgraduate taught students, 12-month Postgraduate diploma and certificate programmes
Up to and including the third Friday of teaching (Friday 19 February for most courses see 2.1 above)	0%	0%
Up to and including the Friday before the summer term begins (Friday 2 April 2027)	25%	34%
Up to and including the Friday before semester one	50%	67%

of the next academic year begins (TBC 2027)		
Up to and including the Friday before semester two of the next academic year begins (TBC)	100%	100%

Table 2.8.3 Tuition fee liability for students returning to study in the spring term following a period of temporary withdrawal

Tuition fee liability is as follows:

Students returning to study in the spring term 2026/27 following a period of temporary withdrawal NB in all cases fee liability relates to fees set for the 2026/27 academic year		
Last official date of attendance during this period:	Cumulative fee liability: Undergraduates, PGCE students, 9-month Postgraduate diploma and certificate programmes	Cumulative fee liability: Postgraduate taught students, 12-month Postgraduate diploma and certificate programmes
Up to and including the Friday before the summer term begins (Friday 2 April 2027)	25%	33%
Up to and including the Friday before semester one of the next academic year begins (TBC 2027)	75%	66%

Table 2.8.4 Tuition fee liability for students returning to study in the summer term following a period of temporary withdrawal

Tuition fee liability is as follows:

Students returning to study in the summer term 2026/27 following a period of temporary withdrawal NB in all cases fee liability relates to fees for the 2026/27 academic year		
Last official last date of attendance during this period:	Cumulative fee liability: 9-month Postgraduate diploma and certificate programmes	Cumulative fee liability: Postgraduate taught students, 12-month Postgraduate diploma and certificate programmes
Up to and including the Friday before semester one of the next academic year begins	N/A	33%



2.9 New students withdrawing from the University

Where a student commences a new taught programme of study, and notifies the University of their intention to withdraw from their studies on or before the third Friday of teaching in their first term, there will be no fee liability.

This exception does not apply to students who are continuing their studies in accordance with the normal progression points of their course of study, or to students returning from a period of temporary withdrawal.

2.10 New students who have paid a deposit to the University

Where a new student has paid a deposit to the University, and notifies the University of their intention to withdraw from their studies on or before the third Friday of teaching in their first term, there will be no fee liability. However, the student deposit will be retained in accordance with the University's published terms with regard to tuition fee deposits.

Should a student who has paid a deposit withdraw temporarily or permanently from the University after this point, the deposit will be considered as part payment towards any fee liability owed by the student, or to calculate any refund owing to the student.

2.11 Students who withdraw during an industrial placement year or year abroad

Liability for tuition fees during a year abroad or industrial placement arise on the same basis as for all other years of a taught course.

3. Postgraduate research programmes

3.1 Tuition fee liability

Liability for fees will commence on the start date notified to the student by the University in the offer letter to new students, or as agreed where the student is returning to study after a period of temporary withdrawal.

Liability is based on a 12-month period of study for full time or part time students.

Where the start date is within the first full month of the academic year (usually October), the student will normally be liable for their full annual tuition fee. Students commencing or returning to study in any other month will be liable for a pro-rata fee for the number of months they are studying during this period.

For example:



- a student commencing study in November will be liable for 11/12ths of the full year tuition fee
- a student commencing study in June will be liable for 4/12ths of the full year tuition fee.

3.2 **Withdrawing from the University**

Where a student commences a new programme of study and withdraws from the University on or before the third Friday after their notified start date there will be no fee liability. This does not apply to students returning from a period of temporary withdrawal or students returning to continue their studies for the new academic year.

Where a student withdraws from the University after this point, liability is considered to have accrued by calendar month (i.e. 12th of the annual fee) for attendance or engagement on or after the 14th day of each month for the number of months that have been attended during the academic year.

In accordance with the University's Attendance, Engagement and Absence Policy, attendance and engagement may include, but are not limited to:

- participation in timetabled teaching (in person or online),
- completion and submission of assessments, and
- attendance at scheduled meetings with University staff such as tutorials or supervisory sessions.

The University will take all reasonable steps to determine the student's attendance or engagement to ensure that tuition fees and any external funding are adjusted accurately.

Following these reasonable steps, the most recent verified date of attendance or engagement will be recorded as the official last date of attendance ('LDA').

3.3 **Returning from a period of temporary withdrawal**

Where a postgraduate research student returns to the University following a period of temporary withdrawal, the student is liable for tuition fees in accordance with the principles above (i.e. a student recommencing their studies in the first month of the academic year is liable for the full annual fee etc.).

3.4 **Students progressing from the taught element of an integrated PhD programme**

Students undertaking an integrated PhD, and who progress from the taught element of their course, will be considered to be commencing a new



postgraduate research programme of study for the purposes of fee liability at the point of progression.

Their liability will be in accordance with any postgraduate research programme from this point.

3.5 Periods of pre-submission, re-submission and extension

Liability for fees in relation to periods of pre-submission, re-submission and extension is explained on the [Tuition Fees webpage](#).

4. Refunds of tuition fee following withdrawal from studies – all students

4.1 Payment of refund

Where a student withdraws from a course of study temporarily and their fee liability (calculated in accordance with this document) is less than the fees already paid, the overpayment will remain on the student account as a credit towards future liability when the student returns to study.

Students are not eligible for a tuition fee refund unless they subsequently permanently withdraw from the University and their fee liability (calculated in accordance with this document) is less than the tuition fees paid.

4.2 Refund of deposits

Tuition fee deposits are only refunded to students in very limited circumstances as set out on the [Masters Tuition Fee Deposits webpage](#).

However, should a student who has paid a deposit withdraw temporarily or permanently from the University after the third week of teaching on their course, the deposit will be considered as part payment towards any fee liability owed by the student, or to calculate any refund owing to the student.

For more information regarding refunds please visit the [Refunds webpage](#).

Review / Contacts / References	
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Revision history:	V1
Next review date:	July 2027
Related internal policies, procedures, guidance:	Student Fees and Debt Recovery Policy Student Debt Recovery Procedures Attendance, Engagement and Absence Policy
Procedure owner:	Finance Division
Lead contact / author:	Sian Thomas, Deputy Director of Finance