Fee Liability for the Academic Year 2018/19

The following document sets out to explain how tuition fees are payable to the University, how tuition fees are charged for the academic year 2018/19, 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.

For students commencing or returning to study in the Autumn term (September 2018), 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) 9th October 2018.
Second instalment (33% of tuition fee) 15th January 2019.
Third instalment (33% of tuition fee) 9th April 2019.

For students returning to study from a period of temporary withdrawal in the Spring term (February 2019), 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) 9th April 2019.

For students returning to study from a period of temporary withdrawal in the Summer term (May 2019), 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 2018/19 arrivals weekend is the 15\textsuperscript{th} and 16\textsuperscript{th} September 2018. Therefore, new students will not be charged fees if they notify the University of their intention to withdraw by Friday 5\textsuperscript{th} October 2018. If notification is received after this date they will be liable to pay tuition fees.

New entrants withdrawing after Friday 5\textsuperscript{th} October will be charged in line with the below guidelines for continuing students.

**Continuing Students Withdrawing**

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 2018) will be charged the full year tuition fee.
Students returning to study from a period of temporary withdrawal in the Spring term (February 2019) 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 03/02/19 25\% of the full year fee will be charged.
If the last date of attendance is on or before the 10/05/19 50\% of the full year fee will be charged.
If the last date of attendance is after the 10/05/19 100\% 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 10/05/19 25\% of the full year fee will be charged.
If the last date of attendance is after the 10/05/19 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 4th October 2018. No fees are charged as their last date of attendance is before the end of the first three weeks (which is the 5th October 2018).

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 12th December 2018. They are charged 25% of the full year fee in 2018/19. They return in the Spring term of 2019/20 to complete the rest of their first year, and they are charged 75% of the full year fee for 2019/20.

3) A student who commences their study in the Autumn term permanently withdraws and their last date of attendance is the 22nd March 2019. They are charged 50% of the full year fee in 2018/19.

4) A student who returns to study after a period of temporary withdrawal in the Spring term (February 2019) withdraws, and their last date of attendance is 17th April 2019. They are charged 25% of the full year fee in 2018/19, for their attendance from February 2019 to 17th April 2019.

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 20th March 2019. They are charged 50% of the full year fee in 2018/19. They return in the Spring term of 2019/20 to repeat Spring term teaching and complete the rest of their first year, and they are charged 75% of the full year for 2019/20.

Further information, including how to arrange temporary or permanent withdrawal, can be found on the Student Life Centre webpage: http://www.sussex.ac.uk/studentlifecentre/issues/withdrawal

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 2018) will be charged the full year tuition fee.
Students returning to study from a period of temporary withdrawal in the Spring term (February 2019) 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 2019) 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 03/02/19 33% of the full year fee will be charged.
If the last date of attendance is on or before the 10/05/19 67% of the full year fee will be charged.
If the last date of attendance is after the 10/05/19 100% 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 10/05/19 33% of the full year fee will be charged.
If the last date of attendance is after the 10/05/19 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 4th October 2018. No fees are charged as their last date of attendance is before the end of the first three weeks (which is the 5th October 2018).

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 13th December 2018. They are charged 33% of the full year fee in 2018/19. They return in the Spring term of 2019/20 to complete the rest of the year, and are charged 67% of the full year fee for 2019/20.

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 20th March 2019. They are charged 67% of the full year fee in 2018/19. They return in the Summer term of 2019/20 to complete the rest of the year, and are charged 33% of the full year fee for 2019/20.

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 20th March 2019. They are charged 67% of the full year fee in 2018/19. They return in the Spring term of 2019/20 to repeat Spring term teaching and complete the rest of their first year, and they are charged 67% of the full year fee for 2019/20.

5) A student who commenced their study in the Autumn term permanently withdraws, and their last date of attendance is the 4th April 2019. They are charged 67% of the full year fee in 2018/19.

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 6th May 2019. They are charged 33% of the full year fee in 2018/19.
They return in the Spring term of 2019/20 to complete the rest of the year, and are charged 67% of the full year for 2019/20.

Further information, including how to arrange temporary or permanent withdrawal, can be found on the Student Life Centre webpage: http://www.sussex.ac.uk/studentlifecentre/issues/withdrawal

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 Research Student Administration Office (RSAO) 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 2019. They are charged nine months of the full year fee in 2018/19, and ten months of the full year fee when they return in 2019/20.

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 Research Student Administration Office webpage: [http://www.sussex.ac.uk/rsao/](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 Research Student Administration Office (RSAO) 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 £500.  
A period of nine months pre-submission is charged at three quarters of the fee, £375.  
A period of six months pre-submission is charged at two quarters of the fee, £250.  
A period of three months pre-submission is charged at one quarter of the fee, £125.

**Re-Submission**  
Re-submission covers a period of 12 months, with a fee of £500.

**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 £125 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 £125.  
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 £125.  
3) Three months extension on pre-submission status will be charged at one quarter of the full year pre-submission fee, £125, in addition to a one off extension fee of £125.  
4) Nine months extension on pre-submission status will be charged at three quarters of the full year pre-submission fee, £375, in addition to a one off extension fee of £125.

Further information can be found on the Research Student Administration Office webpage: [http://www.sussex.ac.uk/rsao/](http://www.sussex.ac.uk/rsao/)