Withdrawal - Financial Refund or Rebate Policy

Permanent Withdrawal.
No fees are charged where a new student notifies the University in writing of their intention to withdraw within three weeks of 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 2016/17 arrivals weekend is the 10th and 11th of September 2016.

After this date the following procedures apply to:
Returning students from the start of the academic year or appropriate registration period.
New students who withdraw after the end of the third week of commencement of the first year of study.

Home/EU Undergraduates and PGCE students.
Fees accrue as follows: 25% up to the 29/01/17 and a further 25% up to the 05/05/17, a further 50% up to 09/06/17.

Overseas Undergraduates, Overseas PGCE students and all Postgraduate Diploma and Certificate programmes.
Fees accrue as follows: 33.33% up to 29/01/17 and a further 33.33% up to 05/05/17 and a further 33.33% up to 09/06/17.

Postgraduate Masters and Doctorate programmes fees accrue as follows:
25% to the end of December, 25% to the end of March, 25% to the end of June, 25% to the end of September.

N.B. If a student leaves part way through the applicable period, fees accrue at the full rate for the period e.g. a student leaving in November will accrue fees in full, for the period to the end of December.

Requests for refund in cases of permanent withdrawal. Any overpayment is refunded subject to the submission of a written request to:

Student Accounts
Financial Operations
University of Sussex
Sussex House
Falmer
Brighton
BN1 9RH, UK

Alternatively refunds may be requested by email to:

mailto:studentaccounts@sussex.ac.uk

**TEMPORARY withdrawal.**

In ALL cases of temporary withdrawal the amount of fee overpaid, if any, is credited against the cost of future study i.e. it is used towards the fees payable on the student’s return.

The same criteria used in cases of permanent withdrawal is applied to calculate the fees accrued and the amount of credit, if any, to be held on the student’s account.

08/2016