



New College Durham

# Refund Policy for 2018/19



## Withdrawal & Refund policy for Further Education (FE)

The date of withdrawal will be the date at which scheduled learning, teaching and assessment activities and other on-going engagement ends with the college. It is the student's responsibility to formally notify the college of their withdrawal at the point at which they leave the course.

**Students who completely withdraw from the College are not expected to return to their course and shall receive a refund in line with the mechanism set out in the refund calculation below:**

- All students who withdraw prior to the end of the third week will receive a full refund of the tuition fees less any registration and awarding body fees paid to a third party.
- Any refund will be made back to the original source of payment.
- Students who withdraw after the third week will not be eligible for a refund.
- The fees remain payable for your tuition fees even if you have not paid or secured funding prior to withdrawal as per the mechanism set above
- In cases of hardship a recommendation can be made to the Deputy Chief Executive and Principal who will make the final decision.
- Apprenticeship refunds please refer to your individual contract or contact the college at [apprenticeships@newdur.ac.uk](mailto:apprenticeships@newdur.ac.uk)

---

### Full Cost Courses

- No refunds apply unless the College cancels the course.
- Any refund will be made back to the original source of payment.
- Where the College cancels a course a full refund will be made.

## Withdrawal & Refund policy for Higher Education (HE)

The date of withdrawal will be the date at which scheduled learning, teaching and assessment activities and other on-going engagement ends with the college. It is the student's responsibility to formally notify the college of their withdrawal at the point at which they leave the course, failure to do so could result in increased fee liability.

**Students who completely withdraw from the College are not expected to return to their course and shall receive a refund in line with the mechanism set out in the refund calculation below:**

- In the absence of secured funding prior to withdrawal, the fees remain payable as per the mechanism set below.
- All students who withdraw prior to the end of the third week will not be liable for any tuition fees.
- Students who withdraw prior to the end of their first term will be liable for 25% of the tuition fee.
- Students who withdraw after the start of term 2 but prior to the end of term 2 will be liable for 50% of the tuition fee.
- Students who withdraw after the start of term 3 will be liable for 100% of the tuition fee.
- Any refund will be made back to the original source of payment.
- In cases of hardship a recommendation can be made to the Deputy Chief Executive and Principal who will make the final decision.

---

**Non European Union students please contact our Finance Department for fee information**