



# Refund Policy for 2021/22

# **WITHDRAWAL & REFUND POLICY FOR FURTHER EDUCATION (FE)**

The date of withdrawal will be the last date of engagement when the student ceased to participate in learning activities. 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 Chief Financial Officer 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)

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## **FULL COST COURSES/INTERNATIONAL STUDENTS**

- 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.
- The fees remain payable for your tuition fees even if you have not paid or secured funding prior to withdrawal

# **WITHDRAWAL & REFUND POLICY FOR HIGHER EDUCATION (HE)**

The date of withdrawal will be the last date of engagement when the student ceased to participate in learning activities. 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 Chief Financial Officer who will make the final decision.

For full details of the College HE Withdrawals Policy please view the College website  
<https://www.newcollegedurham.ac.uk/higher-education/studying/course-handbooks/he-information>

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For full details of the College Higher Education Refund and Compensation Policy please view the College website  
<https://www.newcollegedurham.ac.uk/higher-education/studying/course-handbooks/he-information>

Every effort was made to ensure that the information in this policy was correct at the time of going to print (July 2021). New College Durham reserves the right to amend information at anytime.

