

CHARGING AND REFUND POLICY 2021-22

Charging and Refund Policy

1. Application of this Policy

- 1.1. This Policy applies if you interrupt or withdraw from your programme of study, are interrupted or withdrawn from your programme of study by the University (under the University's academic policies and regulations or for non-payment of tuition fees) or your application for a UK student visa is refused or your visa is withdrawn. It also applies in the unlikely event the University relocates your programme or closes your programme.
- 1.2. This Policy is for academic year 2021/22. Programme fees due for previous academic years will be subject to the policy that existed at that time.
- 1.3. This policy applies to all **Undergraduate** and to **Postgraduate taught** students. It does not apply to **Postgraduate Research Students** who should see the [Charging and Refund policy for Research Students](#).
- 1.4. Please note that this Policy does not apply to US Nationals for reasons relating to the US Department of Education Regulations relating to Federal Student Aid which are disbursed for the purposes of payment of tuition fees. Students who are US Nationals should contact the Primary Destination Point Administrator. Further details are available at <https://www.gre.ac.uk/finance/funding-your-studies/loans/federal-loans-for-usa-students>

2. Deposits

- 2.1. This paragraph 2 applies to refunds of deposits.
- 2.2. Deposits paid to the university are normally non-refundable, except in the following circumstances:
 - you are subject to a refused UK student visa application and you meet the conditions set out in paragraph 2.4 below;
 - you do not meet the academic or other conditions of your offer;
 - you have extenuating circumstances which are accepted by the University; or
 - you require a Student Visa and the University is unable to issue a Confirmation of Acceptance of Studies (CAS) to you.
- 2.3. Please note that deposits are held for a maximum of two years, during which time you are expected to register with the University. In the event that you defer study to a later academic session (within the two-year period), the deposit may be transferred to the new intake. After two years, the deposit will be non-transferrable and non-refundable and will be retained by the University.
- 2.4. If your application for a UK student visa is refused before you have registered with the University, your deposit (and any tuition fees paid in excess of this) will be refunded as long as:
 - a) you have not yet started your programme of study; and
 - b) your visa application was submitted after the deposit was paid and applies to the same academic year as your unconditional offer; and
 - c) your visa application was made using an offer letter or CAS issued by the University; and
 - d) you provide the University with a full copy of the visa refusal letter; and
 - e) you have taken all reasonable steps to overturn the refusal decision; and
 - f) the refusal was not the result of a foreseeable error on behalf of you or your agent; and
 - g) the refusal did not result from fraudulent or misleading information submitted by you or your agent.

- 2.5. Please note that an administration charge of £250 to cover costs and expenses incurred by the University will be deducted from any refund issued by the University under paragraph 2.4.
- 2.6. If your visa is refused after you have registered with the University and commenced your programme of study, you will be considered as withdrawn from your programme and the conditions in section 3 will apply.
- 2.7. If you do not meet the academic or other conditions (e.g. English language requirements) of your offer, your deposit will be refunded.
- 2.8. If you require a Student Visa and the University is unable to issue a CAS to you, your deposit will be refunded, unless this is because you or your agent have withheld or provided misleading/fraudulent information to the University.
- 2.9. Enquiries related to refunds before a CAS has been issued should be directed to international@gre.ac.uk. If the University has issued a CAS to you, please contact casrequests@gre.ac.uk.

3. Tuition Fee Charges

- 3.1. This paragraph 3 applies to the refund of tuition fees where you have been registered on a programme of study and:
 - have completed the University's withdrawal/interruption procedures (set out on the University website); or
 - if you are interrupted or withdrawn by the University under the University's academic policies and regulations or for non-payment of tuition fees in accordance with the University's [Policy and Procedures for the Non Payment of Tuition Fees](#); or
 - you are unable to obtain a UK visa to study in the UK, either because your visa application is refused or because the university is unable to issue you with a CAS (unless this is the result of a foreseeable error by you or your agent or the provision of fraudulent or misleading information by you or your agent).
- 3.2. You will be considered to have registered if the following applies:
 - ALL students – the generic start of term date has been reached or passed, 27/09/2021 for September starters, 10/01/2022 for January starters and 19/04/2022 for April starters. Cohorts with official programme start dates outside of these months will be assessed in line with this timescale. You will also need to have paid your tuition fees or made acceptable arrangements to do so as per the information given [here](#)
AND
 - for NEW STUDENTS - you have verified your personal details, your programme of study and courses AND provided confirmation of your qualifications and identity that is acceptable to the University;
 - for CONTINUING STUDENTS - you have verified your personal details, your programme of study and courses.
- 3.3. If your University official programme entry cohort is in 21/22 entry or you are a continuing student, your liability for tuition fees will be as set out in the table below and any relevant balance refunded to you (subject to the rest of this Policy).

Interruption/withdrawal/visa refused (or withdrawn)	Fee liability
Within 14 days of registering	Any applicable deposit Where a refund of the deposit is made under paragraph 2.4: £250 administration charge
After 14 days of registering up to and including the day before the official start date of the second term*	25% or any applicable deposit (whichever is higher)
From the first day of the official start of the second term up to and including the day before the official start date of the third term*	50%
From the first day of the official start date of the third term*	100%

***For the purposes of fee liability the University will use the following dates:**

PLEASE NOTE should these dates need to change over the course of the academic year due to changes in current arrangements caused by Covid-19 or other circumstances beyond the University's control, these dates will be amended and notified to students through the Portal and internal student communications using your University of Greenwich email address.

The dates for 21/22 are:

For September starters

Withdrawal before Sunday 9th January 2022 will be 25%.

Withdrawal from Monday 10th January 2022 up to Monday 18th April 22 will be 50%

Withdrawal from Tuesday 19th April 2022 will be 100%

For January Starters

Withdrawal before Monday 18th April 2022 will be 25%

Withdrawal from Tuesday 19th April 2022 up to Sunday 18th September 22 will be 50%

Withdrawal from Monday 19th September 22 will be 100%

For April Starters

Withdrawal before Sunday 18th September 2022 will be 25%

Withdrawal from Monday 19th September 2022 up to Sunday 8th January 23 will be 50%

Withdrawal from Monday 9th January 2023 will be 100%

If your official programme start date is outside of these months then please contact Student Fees & Funding who will be able to advise you on the applicable liability period.

3.4 If you pay tuition fees but do not complete the University's registration process and therefore cannot proceed on your programme, your fee liability will be the same as if you had withdrawn within 14 days of registering.

4. Process for Refunds

4.1. To apply for a refund you must complete the University's [withdrawal/interruption procedure](#) or following a visa refusal, please contact the CAS Team at CASrequests@gre.c.uk

4.2. Where payments have originated from outside of the UK, any refund will be made to the account from which it originated.

4.3. Payment via Globalpay for Students (Gfs), delivered by our partner Western Union, will be

refunded via GfS to the original payee.

- 4.4. If payment was made by a third party (e.g. the Student Loans Company) any refund will be made directly to the third party. All refunds will be returned to the original payee.
- 4.5. If you are in receipt of a tuition fee loan, you will need to contact your student support provider to advise them that you have withdrawn or interrupted your studies (or have been withdrawn/interrupted).
- 4.6. If you have any tuition fee debt on your student account, that will be deducted from any refund and if that leaves a debit balance on your account you will remain liable for that balance.

5. Relocation and closure of programmes

- 5.1. This paragraph 5 covers exceptional situations where the University transfers a programme to another campus or is not able to continue with a programme. It supports the commitments in the University's [Student Protection Plan](#). This paragraph 5 applies to:
 - students in receipt of tuition fees loan from the Student Loans Company;
 - students who pay their own tuition fees; and
 - students for whom, tuition fees are paid by a sponsor.
- 5.2. Wherever possible before transferring a programme, the University will consult with students and discuss measures to mitigate the impact of any transfer. Please note that it may not be possible to do this in all cases, for example, in emergency situations.
- 5.3. If your programme is transferred to another campus, you will be able to use the regular University bus services we run between all three campuses (the University will waive any charges for using the University bus service if you have to use it as a result of the transfer of your programme). If you feel it is not reasonable for you to use the University bus service and you would need to incur additional travel costs, please contact the University Secretary (universitysecretary@greenwich.ac.uk), as in circumstances where it is not reasonable for you to use the University bus service, the University will compensate you for reasonable additional travel costs incurred as a result of the transfer of your programme.
- 5.4. If your course or programme requires a placement and your placement becomes unavailable (other than as a result of your own actions) the University will consult with you and take all reasonable steps to secure an alternative placement where it is the University's responsibility to arrange the placement. If the new placement means you would need to incur additional travel costs, please contact the University Secretary (universitysecretary@greenwich.ac.uk) as the University will compensate you for reasonable additional travel costs incurred as a result of your change of placement.
- 5.5. If a programme is to be closed, the University will consult with students before it is closed and will take all reasonable steps to ensure continuation of study. Usually this will be by the University arranging to teach out the programme. Where the University is unable to teach out a programme, the University will assist you in transferring to a different programme at the University or to a programme at another provider.
- 5.6. If as a result of a programme closing (or an essential placement which the University is responsible for arranging being unavailable without a replacement) you transfer to another provider or you decide to transfer to a different programme within the University, the University will refund all tuition fees for periods of study that are not taken into account by your new provider (or on your new programme) and will provide compensation for reasonably incurred additional maintenance or travel costs that you cannot reasonably avoid. As each situation and students' individual circumstances will be different, it is not possible to specify in advance what compensation would be appropriate, but the University's intention is that as long

as additional costs are reasonable and you act in a reasonable manner to minimise your losses, the University will seek to ensure that you are not out of pocket as a result of the transfer.

- 5.7. If your programme closes (or an essential placement which the University is responsible for arranging is unavailable without a replacement) and you transfer to another provider (or another programme within the University) and you received a bursary/scholarship from the University, the University will honour the full amount of your bursary/scholarship (for so long as you continue on the replacement programme) subject to your continuing to meet the University's eligibility criteria for the bursary/scholarship.
- 5.8. In the exceptional circumstance that a programme is closed (or an essential placement which the University is responsible for arranging is unavailable without a replacement) and the University is not able to preserve continuation of study, the University will refund all tuition fees and pay you reasonable compensation for maintenance costs and time lost. As each situation and students' individual circumstances will be different, it is not possible to specify in advance what compensation would be available, but the University's intention is that as long as you act in a reasonable manner to minimise your losses, the University will seek to ensure that you are not out of pocket.
- 5.9. If the University proposes to relocate a programme or close one, it will contact affected students to inform them of the steps taken to minimise the impact on them and to identify whether any compensation might be appropriate.
- 5.10. If payment was made by a third party any refund will be made directly to the third party. All refunds will be returned to the payee. Any compensation will be paid to the student.
- 5.11. Where payments have originated from outside of the UK any refund will be made to the overseas postal address or account from which it originated. Any compensation will be paid to the student.
- 5.12. If you are in receipt of a tuition fee loan you will need to contact your student support provider to advise them that your course has been closed or transferred.
- 5.13. If you believe that you are due a refund or compensation under this paragraph 5 and a refund or compensation has not been offered by the University, please contact the University Secretary (universitysecretary@greenwich.ac.uk).

6. Complaints

- 6.1 Complaints relating to the operation of this policy will be considered under the following University procedures:
 - Applicants who have not registered: the complaints procedure in the Admissions Policy and Procedure (<https://docs.gre.ac.uk/rep/sas/admissions-policy-and-procedure>)
 - Registered students: the Student Complaints Procedure (<https://docs.gre.ac.uk/rep/sas/student-complaints-procedure>)