

TUITION FEE LIABILITY FOR THE ACADEMIC YEAR 2025/26

This document sets out how tuition fee liability will be calculated for the academic year 2025/26, with regard to Undergraduate degree courses, PGCE courses, Postgraduate taught courses, Postgraduate research courses, and Postgraduate diploma and certificate programmes.

Liability for fees, and any refunds claimed in the case of temporary or permanent withdrawal from the University, will be calculated in accordance with this document.

1. Taught programmes, including PGCE courses and the taught element of an integrated PhD course

1.1 Tuition fee liability

Student liability for tuition fee for taught programmes begins on the first day of teaching for the relevant course. In most cases, this is in accordance with the University's published academic timetable. Where the requirements of a course are such that the published University timetable is not applicable, the course start date will be the start date which is notified in the student offer letter, and liability arises from this date.

Students are liable for 100% of their course fee, or their annual tuition fees where relevant (e.g. for undergraduate or part time courses where the fee is charged on an annual basis), from the start point defined above, unless they withdraw temporarily or permanently from the University.

Where a student withdraws from the University during the academic year, liability for fees may be reduced depending on the last date of University attendance recorded by Academic Services and notified to the student, as set out below:

- Table 1.1 - students commencing their studies or returning to study in the autumn term
- Table 1.2 - students commencing their studies in the spring term
- Table 1.3 - students returning to study in the spring term following a period of temporary withdrawal
- Table 1.4 - students returning to study in the summer term following a period of temporary withdrawal.

Table 1.1: Tuition fee liability for students commencing their studies or returning to study in the autumn term 2025/26

Tuition fee liability is as follows:

Students commencing or returning to study in the autumn term 2025/26		
Last date of attendance during this period:	Cumulative fee liability: Undergraduates, PGCE students, 9 month Postgraduate diploma and certificate programmes	Cumulative fee liability: Postgraduate taught students, 12 month Postgraduate diploma and certificate programmes
Up to and including the third Friday of teaching	New students: 0% All other students: 25%	New students: 0% All other students: 34%
Up to and including the Friday before semester two begins (Friday 23 January 2026)	25%	34%
Up to and including the Friday before the summer term begins (Friday 10 April 2026)	50%	67%
Up to and including the Friday before semester one of the next academic year begins	100%	100%

Table 1.2 Tuition fee liability for students commencing their studies in the spring term

Tuition fee liability is as follows:

Students commencing a new programme of study in the spring term 2025/26		
Last date of attendance during this period:	Cumulative fee liability: 9 month Postgraduate diploma and certificate programmes	Cumulative fee liability: Postgraduate taught students, 12 month Postgraduate diploma and certificate programmes
Up to and including the third Friday of teaching	0%	0%
Up to and including the Friday before the summer term begins (Friday 10 April 2026)	25%	34%
Up to and including the Friday before semester one of the next academic year begins	50%	67%
Up to and including the Friday before semester two of the next academic year begins	100%	100%

Table 1.3 Tuition fee liability for students returning to study in the Spring term following a period of temporary withdrawal

Tuition fee liability is as follows:

Students returning to study in the spring term 2025/26 following a period of temporary withdrawal		
Last date of attendance during this period:	Cumulative fee liability: Undergraduates, PGCE students, 9 month Postgraduate diploma and certificate programmes	Cumulative fee liability: Postgraduate taught students, 12 month Postgraduate diploma and certificate programmes
Up to and including the Friday before the summer term begins (Friday 10 April 2026)	25%	33%
Up to and including the Friday before semester one of the next academic year begins	75%	66%

Table 1.4 Tuition fee liability for students returning to study in the summer term following a period of temporary withdrawal

Tuition fee liability is as follows:

Students returning to study in the summer term 2025/26 following a period of temporary withdrawal		
Last date of attendance during this period:	Cumulative fee liability: 9 month Postgraduate diploma and certificate programmes	Cumulative fee liability: Postgraduate taught students, 12 month Postgraduate diploma and certificate programmes
Up to and including the Friday before semester one of the next academic year begins	N/A	33%

1.2 New students withdrawing from the University

Where a student commences a new taught programme of study, and withdraws from the University on or before the third Friday of teaching in their first term, there will be no fee liability.

This exception does not apply to students who are continuing their studies in accordance with the normal progression points of their course of study, or to students returning from a period of temporary withdrawal.

1.3 Students who have paid a deposit to the University

Where a student has paid a deposit to the University, and withdraws from the University on or before the third Friday of teaching in their first term, there will be no fee liability. However, the student deposit will be retained in accordance with the University's published terms with regard to tuition fee deposits.

Should a student who has paid a deposit withdraw temporarily or permanently from the University after this point, the deposit will be considered as part payment towards any fee

liability owed by the student, or to calculate any refund owing to the student.

1.4 **Students who withdraw during an industrial placement year or year abroad**

Liability for tuition fees during a year abroad or industrial placement arise on the same basis as for all other years of a taught course.

2. **Postgraduate research programmes**

2.1 **Tuition fee liability**

Liability for fees will commence on the start date notified to the student by the University in the offer letter to new students, or as agreed where the student is returning to study after a period of temporary withdrawal.

Liability is based on a 12 month period of study for full time or part time students.

Where the start date is within the first full month of the academic year, the student will normally be liable for their full annual tuition fee.

Students commencing or returning to study in any other month will be liable for a pro-rata fee for the number of months they are studying during this period.

For example:

- a student commencing study in November will be liable for 11/12ths of the full year tuition fee
- a student commencing study in June will be liable for 4/12ths of the full year tuition fee.

2.2 **Withdrawing from the University**

Where a postgraduate research student withdraws from the University during the academic year, liability for fees may be reduced depending on the last date of University attendance recorded by Academic Services and notified to the student.

Where a student commences a new programme of study and withdraws from the University on or before the third Friday after their notified start date there will be no fee liability. This does not apply to students returning from a period of temporary withdrawal or students returning to continue their studies for the new academic year.

Where a student withdraws from the University after this point, liability is considered to have accrued by calendar month (i.e. 12th of the annual fee) for attendance on or after the 14th day of each month for the number of months that have been attended during the academic year.

2.3 **Returning from a period of temporary withdrawal**

Where a postgraduate research student returns to the University following a period of temporary withdrawal, the student is liable for tuition fees in accordance with the principles above (i.e. a student recommencing their studies in the first month of the academic year is liable for the full annual fee etc.).

2.4 **Students progressing from the taught element of an integrated PhD programme**

Students undertaking an integrated PhD, and who progress from the taught element of their course, will be considered to be commencing a new postgraduate research programme of study for the purposes of fee liability at the point of progression.

Their liability will be in accordance with any postgraduate research programme from this point.

2.5 **Periods of pre-submission, re-submission and extension**

Liability for fees in relation to periods of pre-submission, re-submission and extension is explained on the [Tuition Fees webpage](#).

3. **Refunds of tuition fee following withdrawal from studies – all students**

3.1 **Payment of refund**

Where a student withdraws from a course of study temporarily and their fee liability (calculated in accordance with this document) is less than the fees already paid, the overpayment will remain on the student account as a credit towards future liability when the student returns to study.

Students are not eligible for a tuition fee refund unless they subsequently permanently withdraw from the University and their fee liability (calculated in accordance with this document) is less than the tuition fees paid.

3.2 **Refund of deposits**

Tuition fee deposits are only refunded to students in very limited circumstances as set out on the [Masters Tuition Fee Deposits webpage](#).

However, should a student who has paid a deposit withdraw temporarily or permanently from the University after the third week of teaching on their course, the deposit will be considered as part payment towards any fee liability owed by the student, or to calculate any refund owing to the student.

For more information regarding refunds please visit the [Refunds webpage](#).

Review / Contacts / References	
Policy title:	Tuition Fee Liability for the Academic Year 2025/26
Date approved:	28 August 2025
Approving body:	Chief Financial Officer
Last review date:	August 2024
Next review date:	August 2026
Policy owner:	Finance Division
Lead contact / author:	Deputy Director of Finance