

## **Interrupting or withdrawing from your studies will affect your fees**

### **Tuition Fees**

Fees charged to registered students will be calculated based upon the date the University is formally informed of any change in registration.

Students should therefore follow the University's formal procedures for interrupting or withdrawing, outlined at [www.liverpool.ac.uk/student-administration/managing-my-studies/](http://www.liverpool.ac.uk/student-administration/managing-my-studies/).

**Before finalising the decision to interrupt or withdraw from study, all students are strongly advised to discuss the financial implications in detail with the Money Advice and Guidance team. The team can be contacted at [money@liverpool.ac.uk](mailto:money@liverpool.ac.uk) or 0151 795 1000.**

### **Undergraduate students**

6.4 Programme fees for undergraduate students will be calculated in accordance with the following table<sup>5</sup>:

<b>Withdrawal or Suspension Date</b>	<b>Percentage of Annual Programme Fee Charged</b>
25 September 2023 – 22 October 2023	0%
23 October 2023 – 7 January 2024	25%
8 January 2024 – 7 April 2024	50%
8 April 2024 – 3 June 2024	100%

### **Postgraduate Taught students**

No charge will be made to postgraduate students registered on taught programmes of study (including MRes programmes, excluding pre-registration Health Sciences programmes<sup>1</sup>) who leave within the first four weeks of registration. Postgraduate students on taught programmes of study (including MRes programmes, excluding pre-registration Health Sciences programmes) who interrupt or withdraw from study after four weeks will be charged for each completed week of their programme pro-rata to the number of weeks for which their programme is scheduled to run.

### **Postgraduate Research students**

No charge will be made to postgraduate research students on MPhil, PhD and MD programmes who interrupt or withdraw from study within the first four weeks of registration on the first year of their programme. Postgraduate research students who interrupt or withdraw from study after the first four weeks of registration in the first year will be charged on a monthly basis. Where the registration extends beyond the fourteenth day of the month of their leaving, students will be charged for this month. Students will not be charged for the month of their leaving where the change in registration takes effect on or before the fourteenth day.

*Fees will only be amended once relevant interruption/withdrawal paperwork has been received by the department and the central Student Administration team have reviewed and amended a student's record to reflect this interruption/withdrawal. When a fee has been amended, students will receive an amended invoice confirming the full fee charged for the academic session, considering the change in registration. Any refund due following the application of this policy will be made to the person or account from which the original*

<sup>1</sup> For Pre-registration Health Sciences programmes, please see 2023/24 Payment Policy and Appendix.

*payment was received. Where monies are owed to the University following the application of this policy, students will be made directly liable for all outstanding debt.*

**We advise all students with a tuition fee loan to notify the Student Loans Company of their interruption of study or withdrawal by telephoning them at 0300 100 0607. The University Fees team will also notify the SLC as part of procedure.**

### **Accommodation Fees**

All contract termination requests MUST be submitted via Liverpool Life under the requests section of your application- <https://liverpool-life.liv.ac.uk> .This does not automatically release you. Requests cannot be accepted via email. Please visit <https://www.liverpool.ac.uk/accommodation/current-students/leaving-early/> for more information.

Please note: If a student is interrupting or withdrawing from studies and leaves during October through to the following August, a month's rent will be charged 28 days in lieu of notice from the date they place their request on Liverpool Life, or until the room is re-let, whichever is the earlier. The Accommodation team can be contacted at [accommodation@liverpool.ac.uk](mailto:accommodation@liverpool.ac.uk) or 0151 795 0319.

### **Student Loans Company**

Once a student's record has been updated to reflect their interruption or withdrawal, the University will automatically notify the Student Loans Company and request a tuition fee loan proportionate with the tuition fee charged for that academic session.

With regards to maintenance payments, the Student Loans Company will contact students to request the return of any overpayment in line with the interruption or withdrawal date updated on a student's record.

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