

## **Suspending 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 withdrawal or suspension, 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 suspend 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:

Withdrawal or Suspension Date	Percentage of Annual Programme Fee Charged
27 September 2021 – 24 October 2021	0%
25 October 2021 – 9 January 2022	25%
10 January 2022 – 3 April 2022	50%
4 April 2022 – 3 June 2022	100%

### **Postgraduate Taught students**

No charge will be made to postgraduate students registered on taught programmes of study (including MRes programmes) who leave within the first four weeks of registration.

Postgraduate students on taught programmes of study (including MRes programmes) who withdraw or suspend after four 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 withdraw or suspend within the first four weeks of registration on the first year of their programme. Postgraduate research students who withdraw or suspend 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 withdrawal/suspension paperwork has been received by the department and the central Student Administration team have reviewed and amended a student's record to reflect this withdrawal/suspension. 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 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 suspension 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 withdrawing or suspending 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 withdrawal or suspension, 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 withdrawal or suspension date updated on a student's record.

**Before finalising the decision to suspend 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.**