



**WITHDRAWAL, TRANSFER, SUSPENSION AND
RESUMPTION OF STUDY PROCEDURES**

2019-2020 Academic Year

CONTENTS

	Page no.
Summary	3
1 INTRODUCTION	4
2 WITHDRAWAL PROCEDURES	4
3 TRANSFER PROCEDURES	5
4 SUSPENSION AND RESUMPTION OF STUDIES PROCEDURES	7
5 APPENDIX 1 – INTRODUCTION	11
6 APPENDIX 2 - EXAMPLE CALCULATIONS OF STUDENTS WITHDRAWING	12
7 APPENDIX 3 – EXAMPLE CALCULATIONS OF STUDENTS TRANSFERRING TO ANOTHER HEI	13
8 APPENDIX 4 – EXAMPLE CALUCLATIONS OF STUDENTS SUSPENDING AND RESUMING STUDIES	15

Withdrawal, Transfer, Suspension and Resumption of Study Procedures

Summary

What is this document about?

This document should be read in conjunction with the [University's 2019/20 Tuition Fee Policy](#). It details the procedures regarding students' change of circumstances in their studies, in relation to withdrawing, transferring, suspending and resumption in studies.

The procedures indicate how students should notify the University of their change of circumstances. The recalculation and refund of tuition fees is explained with example calculations provided in the Appendices.

Who is the document for?

This document is applicable to students who wish to change their circumstances of studies.

How does the University check this procedure is followed?

The officer responsible for maintaining the currency of the processes and procedures is the Academic Registrar and Director of DSAA. The Department of Student and Academic Administration recommends and implements the Processes. The Processes are monitored by the Finance Department, who ensure they are adhered to, are transparent and consistently applied. The Finance Department will also investigate and respond to tuition fee appeal cases.

Who can you contact if you have any queries about this Policy?

If you have any questions about this Policy please contact the University's Student Administration Services Team at tuition.fees@port.ac.uk

1 INTRODUCTION

- 1.1 The University of Portsmouth operates a withdrawal and suspension of study policy. This is designed to allow students, who wish to permanently or temporarily terminate their current studies, to do so efficiently in order to avoid negatively impacting on a return to academic study.
- 1.2 Students may also be permitted to transfer courses, either internally in the University, or to another UK Higher Education Institution (HEI).

2 WITHDRAWAL PROCEDURES

- 2.1 Students have the right to withdraw from a programme of study. The process for withdrawal requires the student to submit an online form, which can be found at <https://www.registryhub.port.ac.uk/withdrawals>, and we encourage students to notify the Head of the Department of their intention to withdraw.
- 2.2 The Department of Student and Academic Administration (DSAA) has the right to withdraw students who fail to complete or comply with annual registration requirements, outlined in the 'Important Registration and Tuition Fee Information' document and also those students who fail to comply with the Student Engagement and Attendance Monitoring Policy.
- 2.3 The withdrawal procedure is as follows:
 - 2.3.1 Student completes an on-line withdrawal form, which can be found at <https://www.registryhub.port.ac.uk/withdrawals>.
 - 2.3.2 Student notifies the Head of Department of his/her intention to withdraw, in line with assessment regulations found at: <http://www.port.ac.uk/assessmentandregulations/>.
 - 2.3.3 School/Department may complete the on-line withdrawal form on the student's behalf in the following circumstances:
 - 2.3.3.1 If the student has emailed the School/Department of their intention to withdraw from the course. This notification must be copied into the on-line withdrawal form.
 - 2.3.3.2 If the student is being withdrawn under the Student Engagement and Attendance Monitoring Policy.
 - 2.3.4 School/Department updates the Student and Course Management System in accordance with SR03 Student Course Management. *The date of last attendance will be the date the University is notified of the student's withdrawal by the completion of the online withdrawal form and/or the date of last attendance shown in the Student Attendance Monitoring System (SAMS) or in Moodle engagement reports.* It is important to be aware of the impact of the input date for International students who will need to be

UNIVERSITY OF PORTSMOUTH

reported to the UK Visas and Immigration and Home students, who are funded by the Student Loan Company (SLC).

2.3.5 School/Department submits on-line form to DSAA.

2.3.6 If Applicable, DSAA completes a Change of Circumstances form for Student Finance England (SFE) to reassess the student's national student support.

2.4 Following the above steps:

2.4.1 The University withdrawal process removes the student's registration from the programme and calculates the student or sponsor element of the tuition fee for refund purposes. A refund will be made only if the fee paid to date is in excess of the reduced fee. Full details relating to the University Refund Policy can be found in Section 11 of the University's Tuition Fee Policy available from www.myport.ac.uk (and search for '[Where can I find tuition fee policies and procedures?](#)').

2.4.2 If the calculated student or sponsor element is greater than has been paid, at the point of withdrawal, the student or sponsor will be liable to pay the outstanding amount.

2.4.3 Where a student is paying by Direct Debit or recurring credit or debit card instalments the calculations will be based on payments received to date and any outstanding balance due will become payable with immediate effect.

2.4.4 Where a student has received a tuition fee discount, the discount will normally be recalculated in line with the reduced fee.

2.4.5 If a full-time UK undergraduate student, who has been assessed for national student support, withdraws from his/her programme of study at the University of Portsmouth, bursary payments will be made in accordance with Section 12 point 14 of the University's Tuition Fee Policy available from www.myport.ac.uk (and search for '[Where can I find tuition fee policies and procedures?](#)').

2.4.6 Where a full-time UK or EU undergraduate student transfers to another University, the student's tuition fee liability with the University of Portsmouth is calculated and Student Finance England (SFE) notified accordingly, see Appendix 3, point 7.

2.5 Appendix 2 sets out example procedures to be followed by students and staff when a student who has been assessed for national support withdraws from his/her course.

3 TRANSFER PROCEDURES

3.1 Students who wish to withdraw from a programme of study and transfer to another programme within the University

3.1.1 If a transfer request is agreed by the initial and receiving Departments, the student is required to submit a University Transfer Form TF, or a TFT4 if the student is studying on a Tier 4 visa (available from School/Department office). Where there is a difference in tuition fees the relevant adjustment will be made and invoiced/refunded as necessary.

3.1.2 The procedure for students transferring internally in the University is as follows:

3.1.2.1 Student notifies the Head of Department of their intention to transfer.

3.1.2.2 Student completes a University Transfer form TF or TFT4 – available from School/Department office via the Student and Course Management System.

3.1.2.3 School/Department updates the Student and Course Management System in accordance with SR03 Student Course Management.

3.1.2.4 School/Department sends completed TF / TFT4 to DSAA.

3.1.2.5 If applicable, DSAA completes a Change of Circumstances form for Student Finance England (SFE) to reassess the student's national student support.

3.1.2.6 International students wishing to transfer to a course that is longer than the period of Tier 4 leave will need to leave the UK and apply for a visa extension before the new course ends.

3.2 Students who wish to withdraw from their programme of study and transfer to another institution

3.2.1 If a full-time UK or EU undergraduate student, who has been assessed for national student support, wishes to withdraw from his/her programme of study at the University of Portsmouth and transfer to another UK HEI, he/she should notify the Head of Department of their intention to withdraw and submit an online withdrawal form, which can be found at <https://www.registryhub.port.ac.uk/withdrawals>.

3.2.2 Bursary payments will be made in accordance with Section 12 point 14 of the University's Tuition Fee Policy available from www.myport.ac.uk (and search for '[Where can I find tuition fee policies and procedures?](#)').

3.2.3 The procedure for UK and EU full-time undergraduate students in receipt of a tuition fee loan transferring to another Higher Institution (HEI) is:

3.2.3.1 Student notifies the Head of Department of their intention to transfer.

UNIVERSITY OF PORTSMOUTH

- 3.2.3.2 Student completes an on-line withdrawal form, which can be found at <https://www.registryhub.port.ac.uk/withdrawals>.
- 3.2.3.3 School/Department updates the Student and Course Management System in accordance with SR03 Student Course Management. School/Department submits on-line form to DSAA.
- 3.2.3.4 DSAA completes a Change of Circumstances form for Student Finance England (SFE) to reassess the student's national student support.
- 3.2.3.5 International students transferring institution will no longer be sponsored by the UoP. Therefore, students must be in receipt of a CAS statement from the receiving institution if based in the UK prior to transfer.

3.3 Tuition fee adjustments for all other students transferring a course

- 3.3.1 The University calculates the student or sponsor element of the tuition fee pro-rata on the period of registration on the old and new courses, based on Section 11 of the Tuition Fee Policy available from www.myport.ac.uk (and search for '[Where can I find tuition fee policies and procedures?](#)').
- 3.3.2 Where a student has received a tuition fee discount, the discount will be recalculated in line with the reduced fee.

3.4 Students transferring into the University of Portsmouth

- 3.4.1 Tuition fees for students transferring into the University of Portsmouth from another UK HEI will be calculated using the same guidance as set out in Appendix 3, point 7. Students should notify DSAA of the details of the course and University from whom they transferred. DSAA will then contact the previous University to confirm the student was registered and to claim any tuition fee loan transfer due.

4 SUSPENSION AND RESUMPTION OF STUDIES PROCEDURES

- 4.1 Students who wish to temporarily suspend from their programme of study can suspend their studies with the agreement of the Head of Department and in line with assessment regulations. *It is not permissible for a new student to suspend studies within the first two weeks of the course start date, a student must be withdrawn.* However, if the Department can provide evidence that there are compelling extenuating circumstances, the case can be referred by the Head of Department to the Academic Registrar and Director of DSAA, or delegated nominee, for second approval. If a suspension request is approved, a date of resumption is agreed and the student submits a University Suspension Form SF (available from School/Department office). Academic Regulations relating to suspensions can be found at:

<http://www.port.ac.uk/assessmentandregulations/>.

4.2 The procedure for students suspending their studies is as follows:

- 4.2.1 Student requests approval for suspension from the Head of Department, in line with assessment regulations found at:
<http://www.port.ac.uk/assessmentandregulations/>
- 4.2.2 Student completes and signs a University Suspension form SF – available from School/Department office via the Student and Course Management System.
- 4.2.3 School/Department updates the Student Records System in accordance with SR03 Student Course Management.
- 4.2.4 School/Department sends completed and signed SF to DSAA.
- 4.2.5 If applicable, DSAA completes a Change of Circumstances form for Student Finance England (SFE) to reassess the student’s national student support.
- 4.2.6 DSAA, Tier 4 Student Compliance Team, will report suspending International students to the UK Visas and Immigration as no longer being sponsored. If students wish to resume studies they will need to request a new CAS statement and apply for a new visa.

4.3 Following the above steps:

- 4.3.1 The University suspension process records the student’s suspended status and calculates the student, sponsor or Student Loans Company (SLC) element of the tuition fee, pro-rata based on the period of registration, as outlined in section 11 of the Tuition Fee Policy from www.myport.ac.uk (and search for '[Where can I find tuition fee policies and procedures?](#)').
- 4.3.2 Credit balances will be carried forward to future registration periods, unless a refund is requested.
- 4.3.3 For UK and EU students who have been assessed for national student support and suspend their studies and their tuition fee was being paid by tuition fee loan or grant, either in part or in total, refunds or transfer of fees will be administered according to Government and SLC guidelines. Further details can be obtained by contacting tuition.fees@port.ac.uk.
- 4.3.4 Bursary payments to applicable students will be made in accordance with Section 12 point 14 of the University’s Tuition Fee Policy available from www.myport.ac.uk (and search for '[Where can I find tuition fee policies and procedures?](#)').
- 4.3.5 In circumstances where students have a split fee liability between the Student Loans Company and the student, any refund due of any balance of

UNIVERSITY OF PORTSMOUTH

fees paid by the student in excess of the reduced fee will be carried forward and credited to the next registration period. If the student element of the fee is greater than the fee that has been paid at the point of suspension, the student will be liable for immediate payment of the outstanding amount. Failure to pay will prevent the student rejoining the programme.

- 4.3.6 For all other students, the University calculates the student or sponsor element of the tuition fee for refund purposes at the point of suspension. Where the student is liable for the tuition fee, or part thereof, any refund due of any balance of fees paid by the student in excess of the reduced fee will be carried forward and credited to the next registration period. Where the sponsor is liable for the tuition fee, or part thereof, any credit due will be held on account. The adjusting invoice and credit note will be sent to the sponsor to claim against future payments to the University. In the event that no further business is due or if a sponsor advises of administrative issues that will prevent them from using the credit note, refunds will be made on request.
- 4.3.7 If the student or sponsor element of the fee is greater than the fee paid at the point of suspension, the student or sponsor will be liable for immediate payment of the outstanding amount. Failure to pay will result in exclusion from the University and prevent the student rejoining the programme.
- 4.3.8 Where a student is paying by Direct Debit or recurring credit or debit card instalments the calculations will be based on payments received to date and any outstanding balance due will become payable with immediate effect.
- 4.3.9 Where a student has received a tuition fee discount, the discount will be recalculated in line with the reduced fee.
- 4.4 Students who wish to resume their programme of study in 2019/20**
- 4.4.1 A date for resumption of study is agreed between the student and the University at the time of the initial suspension, which will normally be for a period of one year. On resumption of study, where the student is liable for the fee the charge will be as follows:
- 4.4.1.1 In 2019/20 an undergraduate or postgraduate taught student will be invoiced the full tuition fee applicable to the academic year they are returning, less a 50% reduction for any liability period(s) paid for in the previous year that are being repeated in the new academic year.
- 4.4.1.2 In circumstances when an undergraduate or postgraduate taught student is returning to write up their dissertation only, an exemption will apply to point 4.4.1.1. Applicable students will have paid the full year's tuition fee, no monies will be refunded at the suspension of studies, and

on the resumption of studies these students will pay the difference in next year's fee minus this year's fee.

- 4.4.1.3 In 2019/20 a postgraduate research student will be invoiced the tuition fee applicable to the academic year they are returning, less the tuition fee charged for the period of study prior to the suspension.
 - 4.4.1.4 A postgraduate research student suspending and resuming studies in the same academic year will not have their fee reduced.
 - 4.4.1.5 Where a sponsor is liable for the fee a new RE2 sponsor form or letter will be required for the fee due at the point of resumption.
- 4.4.2 International students resuming their studies following a period of suspension/interruption will need to request a new CAS statement and apply for a new visa.
- 4.4.3 For confirmation of the tuition fee for a student who is resuming study in the 2020/21 academic year, please contact Student Administration Services on 02392 84 7745 or by email at tuition.fees@port.ac.uk
- 4.5 Students who wish to withdraw following a temporary suspension without resuming study**
- 4.5.1 Students who decide to withdraw from their programme of study following a temporary suspension should notify their Head of Department of the intention to withdraw and submit an online withdrawal form. This may be done automatically by the Head of Department if the student fails to re-register on his/her programme of study within two weeks of the agreed resumption date. Any tuition fee credited to the student's next registration period will be refunded to the student in line with the University Refund Policy as applicable.
 - 4.5.2 The University of Portsmouth will notify Student Finance England of any change in status where applicable.
 - 4.5.3 The University of Portsmouth will notify the UK Visas and Immigration of any changes in status, for Tier 4 Visa holders, where applicable.

APPENDIX 1

5 INTRODUCTION

- 5.1 Set out in Appendices 2 to 4 are example procedures which are to be followed by students and staff, when a full-time, undergraduate, student who has been assessed for national student support withdraws, transfers, or suspends study from their course at the University of Portsmouth.
- 5.2 **Definitions:**
- 5.2.1 **New Fee Regime Students:** full-time and part-time students who started their course on or after 1 September 2012.
- 5.2.2 **Old Fee Regime Students:** continuing full-time and part-time students who started their course prior to 1 September 2012.
- 5.3 Student attendance is confirmed to the Student Loans Company (SLC) as follows:
- 5.3.1 Full-time students are confirmed on the first day of each liability period; this process happens three times a year.
- 5.3.2 Part-time students are confirmed two weeks after the course start date, and is for the full year.
- 5.4 Student attendance for postgraduate loans and doctoral loans is confirmed to the Student Loans Company at the start of each academic year of the course.

APPENDIX 2

6 EXAMPLE CALCULATIONS OF STUDENTS WITHDRAWING FROM THE UNIVERSITY OF PORTSMOUTH IN 2019/20

6.1 New tuition fee regime student

- 6.1.1 Student A - has taken a tuition fee loan for the full tuition fee amount. The student withdraws within the first two weeks of the course start date (this includes Induction week). The University will calculate the withdrawal fee due according to the Tuition Fee Policy and notify SFE of the reduced fee amount. The course fee and the student's liability at the University of Portsmouth for the first teaching block will be nil, i.e. £9,250 x 0%.
- 6.1.2 Student B - has taken a tuition fee loan for the full tuition fee amount. The student is in attendance after two weeks of the course start date but withdraws within the first teaching block of studies. The University will calculate the withdrawal fee according to the Tuition Fee Policy and notify SFE of the reduced fee amount. The course fee and the student's tuition fee liability for the first teaching block will be 25% of the annual tuition fee, i.e. £2,312.50 (£9,250 x 25%).
- 6.1.3 Student C - has taken a tuition fee loan for the full tuition fee amount. The student withdraws within the second teaching block of studies. The University will calculate the withdrawal fee according to the Tuition Fee Policy and notify SFE of the reduced amount. The course fee and the student's tuition fee liability for the first and second teaching blocks will be 50% of the annual tuition fee, i.e. £4,625 (£9,250 x 50%).
- 6.1.4 Student D - has taken a tuition fee loan for the full tuition fee amount. The student withdraws within the consolidation and assessment period. The University will calculate the withdrawal fee due according to the Tuition Fee Policy. Accordingly, 100% of the annual tuition fee is due, i.e. £9,250. The University will notify SFE of the student's withdrawal and confirm the course fee and student's tuition fee liability of £9,250.

6.2 Old tuition fee regime student

6.2.1 The calculations in points 6.1.1. – 6.1.4 would apply to old fee regime students but the rate of £3,465 would be used to calculate the tuition fee liability.

APPENDIX 3

7 EXAMPLE CALCULATIONS OF STUDENTS TRANSFERRING TO ANOTHER HIGHER EDUCATION INSTITUTION (HEI) IN 2019/20

7.1 New tuition fee regime student

7.1.1 Student A - has taken a tuition fee loan for the full tuition fee amount. The student transfers-out within the first two weeks of the course start date (this includes Induction week). The University will calculate the withdrawal fee due according to the Tuition Fee Policy and notify SFE of the reduced fee amount. The course fee and the student's liability at the University of Portsmouth for the first teaching block will be nil, i.e. £9,250 x 0%.

7.1.2 Student B - has taken a tuition fee loan for the full tuition fee amount. The student is in attendance after two weeks of the course start date but subsequently transfers-out within the first teaching block of studies. The University will calculate the withdrawal fee according to the Tuition Fee Policy and notify SFE of the reduced fee amount. The course fee and the student's tuition fee liability for the first teaching block will be 25% of the annual tuition fee, i.e. £2,312.50 (£9,250 x 25%). As the student is in attendance at the University of Portsmouth at the start of the first teaching block, the SLC will pay the University of Portsmouth the first teaching blocks tuition fee. The new HEI may request a payment from the University of Portsmouth for a proportion of the first teaching blocks fees depending on the date the transfer-out occurred.

7.1.3 Student C - has taken a tuition fee loan for the full tuition fee amount. The student transfers-out within the second teaching block of studies. The University will calculate the withdrawal fee according to the Tuition Fee Policy and notify SFE of the reduced amount. The course fee and the student's tuition fee liability for the first and second teaching blocks will be 50% of the annual tuition fee, i.e. £4,625 (£9,250 x 50%). As the student is in attendance at the University of Portsmouth at the start of the second teaching block, the SLC will pay the University of Portsmouth the first and second teaching blocks tuition fee. The new HEI may request a payment

from the University of Portsmouth for a proportion of the second teaching blocks fees depending on the date the transfer-out occurred.

7.1.4 Student D – has taken a tuition fee loan for the full tuition fee amount. The student transfers-out within the consolidation and assessment period. The University will calculate the withdrawal fee due according to the Tuition Fee Policy. Accordingly, 100% of the annual tuition fee is due, i.e. £9,250. The University will notify SFE of the student's withdrawal and confirm the course fee and student's tuition fee liability of £9,250. As the student is in attendance at the University of Portsmouth at the start of the consolidation and assessment period, the SLC will pay the University of Portsmouth the annual tuition fee. The new HEI may request a payment from the University of Portsmouth for a proportion of the assessment and consolidation period fees depending on the date the transfer-out occurred.

7.2 Old tuition fee regime student

7.2.1 The calculations in points 7.1.1 – 7.1.4 would also apply to old fee regime students but the rate of £3,465 would be used to calculate the tuition fee liability.

APPENDIX 4

8 EXAMPLE CALCULATIONS OF STUDENTS SUSPENDING STUDIES IN 2019/20:

8.1 New tuition fee regime student

8.1.1 Student A - has taken a tuition fee loan for the full tuition fee amount. The student suspends studies within the first two weeks of the course start date (this includes Induction week). This is not permissible and the student must be withdrawn. However, if the Department can provide evidence that there are compelling extenuating circumstances, the case can be referred by the Head of Department to the Director of DSAA & Academic Registrar, or delegated nominee, for second approval. The University will calculate the withdrawal or suspension fee due according to the Tuition Fee Policy and notify SFE of the reduced fee amount. The course fee and the student's liability at the University of Portsmouth for the first teaching block will be nil, i.e. £9,250 x 0%.

On the resumption of studies the tuition fee liability charged will be the full tuition fee applicable to the academic year the student is returning, less a 50% reduction for any liability period(s) paid for in the previous year that are being repeated in the new academic year. In this case the tuition fee will be the 2019/20 full fee.

8.1.2 Student B - has taken a tuition fee loan for the full tuition fee amount. The student is in attendance after two weeks of the course start date (this includes (Induction week) but suspends their studies within the first teaching block. The University will calculate the tuition fee due according to the Tuition Fee Policy and notify SFE of the reduced fee amount. The course fee and the student's tuition fee liability for the first teaching block will be 25% of the annual tuition fee, i.e. £2,312.50 (£9,250 x 25%).

On the resumption of studies the tuition fee liability charged will be the full tuition fee applicable to the academic year the student is returning, less a 50% reduction for any liability period(s) paid for in the previous year that are being repeated in the new academic year. In this case the tuition fee

will be the 2019/20 full fee less a fee discount of £1,156.25.

8.1.3 Student C – has taken a tuition fee loan for the full tuition fee amount. The student suspends their studies within the second teaching block. The University will calculate the tuition fee according to the Tuition Fee Policy and notify SFE of the reduced amount. The course fee and the student's tuition fee liability for the first and second teaching block will be 50% of the annual tuition fee, i.e. £4,625 (£9,250 x 50%).

On the resumption of studies the tuition fee liability charged will be the full tuition fee applicable to the academic year the student is returning, less a 50% reduction for any liability period(s) paid for in the previous year that are being repeated in the new academic year. In this case the tuition fee will be the 2019/20 full fee less a fee discount of £2,312.50.

8.1.4 Student D – has taken a tuition fee loan for the full tuition fee amount. The student suspends their studies within the consolidation and assessment period. The University will calculate the tuition fee due according to the Tuition Fee Policy. Accordingly, 100% of the annual tuition fee is due, i.e. £9,250. The University will notify SFE of the student's suspension and confirm the course fee and student's tuition fee liability of £9,250.

On the resumption of studies the tuition fee liability charged will be the full tuition fee applicable to the academic year the student is returning, less a 50% reduction for any liability period(s) paid for in the previous year that are being repeated in the new academic year. In this case the tuition fee will be the 2019/20 full fee less a fee discount of £4,625.

8.2 Old tuition fee regime student

8.2.1 The calculations in points 8.1.1 – 8.1.4 would also apply to old fee regime students but the rate of £3,465 would be used to calculate the tuition fee liability.