

NORWICH UNIVERSITY OF THE ARTS INSTITUTIONAL REFUND POLICY (FOR US FEDERAL AID REQUIREMENTS)

2020-21

This policy has been extracted from section 4 of the undergraduate and postgraduate Tuition Fees Payment Policy, in order to satisfy the requirements of the US government to have a separately named Institutional Refund Policy. It will not be published on our website or provided to students; this is because they already have access to this information through our Student Tuition Fees Payment Policy provides them with all the information they require.

1. UNDERGRADUATE STUDENTS - IF YOU DO NOT COMPLETE A FULL YEAR OF STUDY

1.1 Withdrawal from the University (Terminating your studies)

- 1.1.1 Where we refer to withdrawal in this document, this includes students whose course is terminated by the University for any reason, as well as those students who have chosen to withdraw.
- 1.1.2 The date of your withdrawal is crucial, as this determines the tuition fee applicable. If you decide to withdraw from your studies it is your responsibility to complete a withdrawal form and send it to the Course Administration Office. Do not assume that simple non-attendance will signify your formal withdrawal from the University.
- 1.1.3 Your fee liability will be calculated based on the date the University receives formal notification of your withdrawal, or the date the Academic Registry determines that you are no longer in attendance. It is therefore important that you contact your Course Leader as soon as you are thinking about withdrawing from your course, and that you complete and return a withdrawal form as soon as you have made the final decision to withdraw.
- 1.1.4 If you withdraw from the University your fees will be calculated as below:
- If your tuition fees are being paid via your student loan provider
 - Withdrawal on or before the first day of term 2: 25% of full year fees payable;
 - Withdrawal between the second day of term 2 and the first day of term 3: 50% of full year fees payable;
 - Withdrawal after the first day of term 3: Full year fees payable.
 - All other students
 - Withdrawal on or before the first day of term 2: one third of full year fees payable;
 - Withdrawal between the second day of term 2 and the first day of term 3: two thirds of full year fees payable;
 - Withdrawal after the first day of term 3: Full year fees payable.
- 1.1.5 If you are a new entrant to the University in September 2021 and we receive your withdrawal form by 12 October 2021 there will be no fees due. Any fees already paid by you will be refunded in full.
- 1.1.6 Students who have paid their fees with a US Federal Aid loan will be subject to a different refund procedure as required by the US government – this procedure is specified in the 'Norwich University of the Arts – Return of Title IV Funds (R2T4) Policy'. A copy of this policy can be obtained from NUA's International Office.

1.2 Students intermitting (Taking an agreed break in your studies)

1.2.1 Where the University agrees to your intermission you will be advised of your fees for both the academic year you intermit and the academic year you intend to resume.

1.2.2 Fees in the year that you intermit will be calculated as below:

- If your tuition fees are being paid via your student loan provider
 - If you intermit on or before the first day of term 2 – 25% of full year fees payable
 - If you intermit between the second day of term 2 and the first day of term 3 – 50% of full year fees payable
 - If you intermit after the first day of term 3 – full year fees payable
- All other students
 - If you intermit on or before the first day of term 2 – one third of full year fees payable
 - If you intermit between the second day of term 2 and the first day of term 3 – two thirds of full year fees payable
 - If you intermit after the first day of term 3 – full year fees payable

When you return from intermission your fees will be calculated as above less a credit for each full week of study not being repeated.

1.2.3 If you are a new entrant to the University in September 2021 and you intermit by the 12 October 2021 there will be no fees due. Any fees already paid by you will be refunded in full.

1.3 Students transferring from / to another institution

1.3.1 You will be advised of your fees for the academic year you transfer from/to the University.

1.3.2 If you are a new entrant to the University in September 2021 and you transfer to another institution by 12 October 2021 there will be no fees due to the University. Any fees already paid by you will be refunded in full.

1.4 Late enrolment

4.4.1 Students enrolling in the first term after the start of the academic year will be liable for the full tuition fee for the year.

2. POSTGRADUATE STUDENTS - IF YOU DO NOT COMPLETE A FULL YEAR OF STUDY

2.1 Withdrawal from the University (Terminating your studies)

- 2.1.1 Where we refer to withdrawal in this document, this includes students whose course is terminated by the University for any reason, as well as those students who have chosen to withdraw.
- 2.1.2 The date of your withdrawal is crucial, as this determines the tuition fee applicable. If you decide to withdraw from your studies it is your responsibility to complete a withdrawal form and send it to the Course Administration Office. Do not assume that simple non-attendance will signify your formal withdrawal from the University.
- 2.1.3 Your fee liability will be calculated based on the date the University receives formal notification of your withdrawal, or the date the Academic Registry determines that you are no longer in attendance. It is therefore important that you contact your Course Leader as soon as you are thinking about withdrawing from your course, and that you complete and return a withdrawal form as soon as you have made the final decision to withdraw.
- 2.1.4 If you withdraw from the University your fees will be calculated as below:
- Withdrawal on or before the first day of teaching block 2: one third of full year fees payable;
 - Withdrawal between the second day of teaching block 2 and the first day of teaching block 3: two thirds of full year fees payable;
 - Withdrawal after the first day of teaching block 3: Full year fees payable.
- 2.1.5 If your postgraduate course starts in September 2021 and we receive your withdrawal form by 22 October 2021 there will be no fees due. Any fees already paid by you will be refunded in full.
- 2.1.6 Students who have paid their fees with a US Federal Aid loan will be subject to a different refund procedure as required by the US government – this procedure is specified in the ‘Norwich University of the Arts – Return of Title IV Funds (R2T4) Policy’. A copy of this policy can be obtained from NUA’s International Office.

2.2 Students intermitting (Taking an agreed break in your studies)

- 2.2.1 Where the University agrees to your intermission you will be advised of your fees for both the academic year you intermit and the academic year you intend to resume.
- 2.2.2 Students paying their own fees / Fees paid by a sponsor:
- Fees in the year that you intermit will be calculated as one third of full year fees for each teaching block (or part) you are in attendance.
 - When you return from intermission your fees will be calculated as one third of full year fees for each teaching block (or part)

you are in attendance less a credit for each full week of study not being repeated.

- 2.2.3 If your postgraduate course starts in September 2021 and you intermit by 22 October 2021 there will be no fees due. Any fees already paid by you will be refunded in full.

2.3 Students transferring from / to another institution

- 2.3.1 You will be advised of your fees for the academic year you transfer from/to the University.

- 2.3.2 If your postgraduate course starts in September 2021 and you transfer to another institution by 22 October 2021 there will be no fees due. Any fees already paid by you will be refunded in full.

2.4 Students changing mode of study

- 2.4.1 Students who change from full time study to part time study, or vice versa, part way through an academic year, will have their fees calculated pro-rata to the number of weeks studied in each mode of study.

2.5 Late enrolment

- 2.5.1 Students enrolling in teaching block 1 after the start of the academic year will be liable for the full tuition fee for the year.