



Tuition Fee and Refund Policy 2020-21

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1. Introduction

1.1 If you are considering, or have decided to take Leave of Absence, withdraw entirely or transfer to another institution, you will need to know how this will affect your tuition fees. This policy provides essential information on tuition fee refunds.

2. Grounds for Refunds

2.1 Tuition fees will be refunded in the following instances:

- i. **Student withdrawal from the course** (either by the student or initiated by NMITE).
- ii. **Leave of absence**, except in cases where your period of leave of absence ends in the same academic year.
- iii. **Transfer or downgrade from a Master's qualification to a Bachelor's, Diploma or Certificate qualification**, except where:
 - the transfer or downgrade is the result of a failure to progress on the higher qualification.
 - academic services (teaching/supervision) for the higher award have been received

2.2 Tuition fees will not be refunded in the following instances:

- i. **The withdrawal of a unit or module does not of itself constitute grounds for a refund.** Tuition fees typically cover the annual provision of teaching, academic support, and other services in respect the total number of credits taken by students each academic. Whilst there may be occasions when students may not be able to access some modules, the total number of credits will remain unaffected and therefore no refund will apply. If you think you may be entitled to a tuition fee refund, please contact the Registry.
- ii. **Leave of absence** - where your period of leave of absence ends in the same academic year

3. How Refunds are Calculated

3.1 The following information details how NMITE calculates refunds. Please note that:



- i. the cut-off dates for SLC funded Undergraduate students mirror Student Loans Company payment dates.
 - ii. SLC-funded Undergraduate students, and other sponsored students should be aware that NMITE will notify instances of leave of absence and course withdrawal, alongside with changes in fees to Student Finance England or the equivalent funding body.
- 3.2 Students who withdraw after 14 days of their course start date will not be liable for any tuition fees.
- 3.3 Students who withdraw prior to the end of their first term will be liable for 25% of the tuition fee.
- 3.4 Students who withdraw after the start of term 2 but prior to the end of term 2 will be liable for 50% of the tuition fee.
- 3.5 Students who withdraw after the start of term 3 will be liable for 100% of the tuition fee.

4. How Refunds are Applied

- 4.1 If fees were paid by Debit or Credit Card or a Direct Bank Transfer, the refund will be made to the same account.
- 4.2 The method of refund will be determined by the amount of tuition fees paid and owed up to the point of application. Therefore, subject to individual circumstances, a refund can be:
- i. a direct refund of tuition fees already paid
 - ii. a reduction in the tuition fees due
 - iii. a tuition fee debt reduction.