

Guidance for students thinking about leaving Harper Adams University



**Harper Adams
University**

SEPTEMBER 2017



Guidance for students thinking about leaving Harper Adams University

We hope that when you start a course at Harper Adams University you will want to carry on until you complete your award. However, we do recognise that situations and circumstances change, and that external factors can influence your ability, or wish, to continue with your studies.

We understand that making the decision to withdraw from your course is not easy, and we want to give you the support and advice you might need to help you make the decision. As importantly, we aim to give you the information about people here at Harper Adams University who can help you before you think withdrawal is the only option. At these times we encourage students to speak to the Student Wellbeing Officer to talk through your options and sources of support.

It is very important that you seek support and advice early. There may be changes that can be put in place to help you carry on with your course, or there may be financial implications that you need to be aware of before making your decision. The date that you withdraw affects your student loan entitlements, and the amount of tuition and accommodation fees that you will be charged or refunded.

There is some paperwork that must be completed for withdrawal – it is important that you do this and get it approved before you leave. The withdrawal forms are available from the Student Records Officer (based in Registry, Room FS1, on the second floor of the Faccenda Centre) or by emailing studentrecords@harper-adams.ac.uk.

Even if you think you have decided to withdraw, you should still have a look through the following information to make sure you are aware of all the implications.

All the information in this leaflet is correct at the time of printing, but may be subject to change.

Transferring to another institution

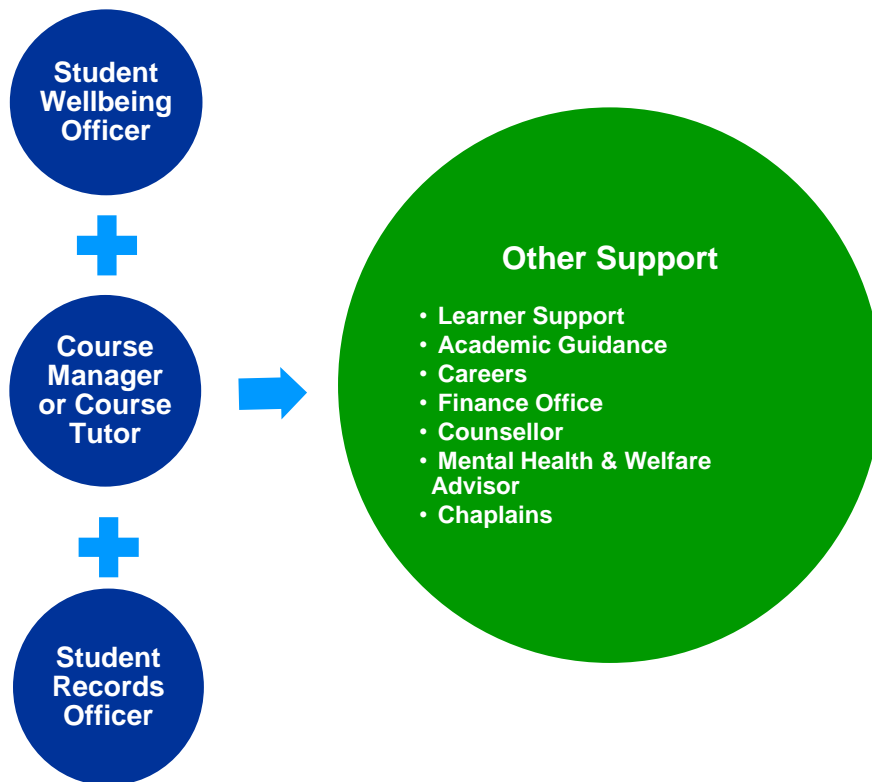
If you are intending to continue your studies with another institution, it is important that you discuss this with the Student Records Officer because we will need to obtain some additional details about the new course that you are starting on. The Student Records Officer will also be able to discuss some of the funding implications of this type of withdrawal.

Recognition of your achievements with us

If you withdraw, you may be entitled to receive a transcript as evidence of any modules you have taken and passed or you may be entitled to an interim award. Your Course Manager would be able to advise you on what you are eligible for.

Thinking of withdrawing: where to start?

The best starting point for general support is the Student Wellbeing Officer, and for course specific advice and guidance, you will need to speak to your Course Tutor or Course Manager. They may advise you to seek additional guidance from other staff at the University who can help you make an informed decision about your options and future steps.



Tuition Fees and how they affect you

Depending on the date that you withdraw, you will be liable for tuition and accommodation fees and may not be refunded any fees you have already paid. We strongly advise you to contact the Finance Office to check the financial implications of withdrawing before you leave campus.

The Financial Contract with Students who Leave University Prematurely is detailed in the University Regulations (available at www.harper.ac.uk/keyinfo). The following rules govern the financial obligations of a student who withdraws before the end of an academic year.

Residential Charges

- Where a student leaves their accommodation before or on 15th December 2017 because of voluntary withdrawal, or because they are required to leave because their place at the University is terminated, or due to financial arrears or on disciplinary grounds because the student has breached the Halls or General University Regulations, the student will be charged for the 2017/18 autumn term only. The date of withdrawal will be calculated from the date of receipt of the student's withdrawal form, which must be completed and signed by the Course Manager.
- Where a student leaves their accommodation between 16th December 2017 and 15th January 2018 because of voluntary withdrawal, or because they are required to leave because their place at the University is terminated on academic grounds, or due to financial arrears or on disciplinary grounds because the student has breached the Halls or General University Regulations, the student will be charged for the 2017/18 autumn term and Christmas vacation period only. A relevant adjustment to any charges proportional to the period of time the room is occupied during the Christmas vacation period. Amounts due will be calculated up to and including the return of the room key.
- Where a student leaves their accommodation on or after 16th January 2018 because of voluntary withdrawal, or because they are required to leave because their place at the University is terminated on academic grounds, or due to financial arrears or on disciplinary grounds because the student has breached the Halls or General University Regulations, the student will be charged for the entire 2017/18 academic year. Amounts will be calculated up to and including the return of the room key. The date of withdrawal will be calculated from the date of receipt of the student's withdrawal form, which must be completed and signed by the Course Manager.
- **A student withdrawing from studies will be required to vacate their accommodation and return their room key within 24 hours of withdrawal unless by prior arrangement with Student Services.**

For additional information about accommodation charges, please consult the Accommodation Licence Agreement or the Fees and Charges Booklet available at www.harper.ac.uk/keyinfo.

• **Tuition Fees – full-time students:**

Where a student withdraws in the autumn term up to and including 6 October 2017, they will not be liable for tuition fees. Where the date of withdrawal is 7 October 2017 – 15 January 2018, they will be liable for 25% of the tuition fees. Where the date of withdrawal is 16 January 2018 – 23 April 2018, they will be liable for 50% of the tuition fees. Where the date of withdrawal is 24 April 2018 – 6 July 2018 (end of academic year), they will be liable for 100% of the tuition fees.

Students studying part-time or on research degrees, or those whose course starts at a different point of the academic year should refer to the Finance Office for information.

Students in receipt of a Tuition Fee Loan and/or Maintenance Grant/Loan

Students in receipt of student finance support are advised to inform their Student Finance Authority as soon as possible to discuss how withdrawal may impact on your current and future student funding. If you withdraw permanently from your course, Student Finance will reassess the amount of loan/grant you are entitled to and inform you of this.

The University will submit a Change of Circumstances notification to the relevant Student Finance Authority/Student Loans Company once your withdrawal form is received. If you have been overpaid as a result of withdrawing from your course, your Student Finance Authority will contact you about repaying this.

Steps to withdrawing

Contact the Student Records Officer on 01952 815320, by emailing studentrecords@harper-adams.ac.uk or in person in Registry (Room FS1, 2nd floor of the Faccenda Centre) to say you want to leave and obtain a withdrawal form.

Ensure you have read and understood the guidance in this document.

Discuss your options with the Student Wellbeing Officer and other staff available for support. Complete a withdrawal form with your Course Tutor or Course Manager. They will approve the withdrawal and sign it off.

Return the completed withdrawal form to the Student Records Officer. The date of withdrawal will be taken as the date the withdrawal form is recorded as received by the University and it is up to this date that financial liability will be judged. **It is your responsibility to ensure that the form is returned.**

Your form will be processed and the relevant internal departments will be notified (including the Finance Office, Examinations Office, Student Services and Library). If applicable, the relevant Student Finance Authority / the Student Loans Company will also be notified.

Where an international student studying on a student visa withdraws from their course and the University, UK Visas and Immigration will be notified and their leave will be curtailed.

The Finance Office will calculate any tuition, accommodation or other charges fees that may be outstanding or, for overpayments, a refund will be issued.

If you receive any tuition or maintenance loans or funding, you should inform Student Finance that you have withdrawn. They will be able to tell you how your withdrawal will affect the amount of funding you may receive in the future and how much you are liable to pay back either immediately and/or in the future. The University will also inform Student Finance/Student Loans Company on your behalf.

Final things to do before you leave campus:

- Empty your room if you are in Halls of Residence and return your key to Student Services or the student warden.
- Return your student ID card to Student Services.
- Return all library books, equipment and pay any library fines.
- Check that you do not have any post to collect.
- Please arrange re-direction to an alternative address for all mailings delivered to Harper Adams.
- Contact the Students Union to find out if you are eligible for a refund on any membership fees, including the gym or sports teams
- Contact the Harper Adams University Careers Service for advice about your future career options.