



1. Scope

This policy applies to tuition programme fees for:

- On-campus students at Heriot-Watt University's campuses in Scotland and Malaysia
- Off-campus research students
- Independent Distance learning students
- Approved Learning Partners

2. Policy

Under Ordinance 2, paragraph 5:

All fees and charges due to the University are payable in advance and except in exceptional circumstances shall not be returned. However, at the University's discretion:

- a. where a student formally withdraws from a programme, the fees for that programme may be recalculated on a proportionate basis to the agreed date of withdrawal and any overpayment refunded as per Table 1 below, or
- b. where a student who has paid an advance payment is refused a Student Visa by the UK Border Agency that advance payment may be refunded

In all other cases the University reserves the right not to refund all other fees.

To comply with UK Government regulations preventing money-laundering, any refund made by the University will only be to the account the payment was originally received from.

Table 1

| Student Type  | Level   | Scenario   | Outcome  | Note  |
|---|---|--|--|---|
| SAAS/SLC Funded   | UG  | Student leaves up to and including 30/11/XX  | Full credit                                      |   |
|   |   | Student leaves after 30/11/XX (is in attendance after this date)                           | No credit  |   |
|   | PG  | Student only studies in S1 and leaves in S1<br>Student only studies in S2 and leaves in S2 | Credit for S2<br>Credit for S1                   | (assumes students can start at any point in year, S1, S2 or S3) |
|   |   | Student only studies in S3 and leaves in S3  | Credit for S1 & S2                               | (assumes students can start at any point in year, S1, S2 or S3) |
| Research Council Funded*  | PG  | Student only studies in S1 and leaves in S1  | Credit for S2                                    |   |
|   |   | Student only studies in S2 and leaves in S2  | Credit for S1                                    |   |
|   |   | Student studies in both S1 & S2 and leaves in S2   | No credit  |   |
| Approved Learning Partner (ALP) / Independent Distance Learning (IDL) | UG & PG   | School determine level of credit (if any).   | Per School                                       |   |
| Self Funded/Commercially Sponsored                                    | UG  | Student leaves within 5 weeks of starting programme  | Full credit                                      |   |
|   |   | Student only studies in S1 and leaves in S1 after 5 weeks of starting programme            | Credit for S2                                    |   |
|   |   | Student studies in both S1 & S2 and leaves in S2   | No credit  |   |
|   | PG Diploma  | Student leaves within 5 weeks of starting programme  | Full credit                                      |   |
|   |   | Student only studies in S1 and leaves in S1 after 5 weeks of starting programme            | Credit for S2                                    |   |
|   |   | Student studies in both S1 & S2 and leaves in S2   | No credit  |   |
| PG Masters  | Student leaves within 5 weeks of starting programme   | Full credit  |  |   |
|   | Student only studies for first half of programme and leaves in first half of programme, after 5 weeks of starting programme | Credit for 50% of programme  | (total programme length in weeks divided by two) |   |
|   | Student studies for more than first half of programme   | No credit  | (total programme length in weeks divided by two) |   |

\* ESRC, EPSRC, NERC, AHRC, BBSRC