

## **Dartington Trust Tuition Fee Policy**

(Including on withdrawal or interruption of studies, and also in relation to cumulation of debt)

### **1. Postgraduate and Undergraduate taught programmes 2022/23**

Dartington Trust will apply this Taught Tuition Fee Policy wherever full-time or part-time students decide to withdraw from studies or request an interruption to their studies. This Taught Tuition Fee Policy applies to students on all postgraduate and undergraduate taught programmes, including those delivered by Schumacher College and those delivered by Dartington Arts School. It is aligned with the terms of the Dartington Trust Student Contract and in the event of ambiguity, the terms of the Student Contract will take precedence. Note that Dartington Trust also has a separate Compensation & Refunds Policy.

### **2. Withdrawal / Interruption**

If you decide to withdraw from your studies or wish to interrupt your studies, you must complete an official withdrawal/interruption of study form and submit this to the taught programmes team as soon as possible. Important: If you stop attending your course but do not complete and submit the form you will be treated as an enrolled student and remain liable for tuition fees. International Students: Please note that there are additional implications for students who are studying in the UK on Student Visas - see section 8 below.

### **3. Fee liability for Postgraduate/Undergraduate Courses**

Commencing in September 2022:

Tuition Fees must be paid in full prior to, or at the point of Registration/Enrolment as a Dartington Trust student.

Registration dates for academic session 2022/23 are during the respective Welcome Weeks in January/April and September 2023.

#### **3.1 Payment Plans/agreements:**

If for any reason you are unable to provide full payment for tuition fees on your date of registration, then we can offer you a structured payment plan which will follow this pattern for both full and part time students:

First instalment before the 14<sup>th</sup> day following your registration in term one  
 Second instalment before the 14<sup>th</sup> day following your registration in term two  
 Third instalment prior to the start of your dissertation /major project/MFA

(Payment plans are subject to a separate agreement which must be adhered to or you may find you are asked to withdraw from your studies. If students have not made full instalment payments by the interim panel and board they will be asked to suspend their studies. Students are actively encouraged to discuss matters with the finance team if they are encountering difficulty with maintaining payments)

Payment plans are available for part-time students over 6 instalments which link to term start dates each academic session.

The normal point at which invoices are chased is after 30 days of issue from Dartington finance team.

### 3.2 Withdrawal or Interruption of Studies:

Your Deposit is Refundable within 14 days of payment from your account.

After 14 days, the deposit is non-refundable.

Timing of withdrawal or interruption	Fees payable
If you withdraw less than 14 calendar days following the first module start date in term 1 for your programme	No Fee Payable. Deposit retained by the College.
If you withdraw after the 14 <sup>th</sup> day following commencement of module 1, term 1 for your programme, but prior to the commencement of Term 2	Term 1 only payable
If you withdraw after the 14 <sup>th</sup> day following commencement of term 2 for your programme but prior to the commencement of Term 3	Term 1 & 2 payable
If you withdraw after the 14 <sup>th</sup> day following commencement of term 3 for your programme	Term 1, 2 & 3 payable

### 4. Return to study after interruption

When you return following interruption, you will be liable for the full fee relating to the remaining credits for which you will be studying. Please note: Tuition fees will be charged at the advertised rate for the Academic Year in which you return. You will not be permitted to re-enrol if you have any outstanding debts to Dartington Trust.

### 5. Transferring Programme

If you are transferring to a programme of study in a new subject area, you will be liable for the fee associated with the new programme for the Academic Year in which you commence.

## **6. Bursary and Scholarship Students**

Bursary and Scholarship students who withdraw from their studies will be liable to pay back all or part of their bursary, commensurate with the duration of study undertaken.

## **7. Extenuating Circumstances**

Dartington Trust adheres to the Extenuating Circumstances Policies of our Awarding Bodies.

Where Plymouth University is the awarding body for your award, further information on relevant policies can be found here:

<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations>

For students with valid extenuating circumstances, the fee will be adjusted so that when you resume study you pay no more than the standard full-time fee for the programme in the year you interrupted.

## **8. Students visas**

If you are an International Student studying with a Student Visa and wish to withdraw or interrupt your studies, please discuss this immediately with the Taught Programmes team. They will provide advice and guidance towards understanding and adhering to the rules and regulations of the UK Visas and Immigration service.

If you are studying with a Visa and you stop attending without notifying us, Dartington will report your absence to the UK Visas and Immigration Service and will cease to act as your Sponsor. You will be expected to leave the United Kingdom and will not be able to return on your Student Visa. Overstaying may have serious consequences for any future immigrations applications that you make, including applications for countries other than the UK.

If you withdraw from your course Dartington Trust will cease to act as your sponsor and you will need to leave the UK. We will seek guidance from Immigration Professionals concerning timing of travel out of the UK. You will not be able to return on your Student Visa. Overstaying may have serious consequences for any future immigrations applications that you make, including applications for countries other than the UK.

If you need to interrupt your studies. Unless there are exceptional circumstances, interruption during a programme will not normally be supported. The staff may seek advice from UK Visas and Immigration concerning the grounds of your interruption and any impact on return to study.

## 9. Registration period

When considering an Interruption, the Maximum period of Registration for your programme must be taken into consideration. The Taught Programmes Office can advise on this. The normal maximum period of registration for a full-time master's course is 3 years and for an undergraduate course its 6 years.

If you have any questions or queries about what this policy means for you, please contact the Taught Programmes team.

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