

Royal Northern College of Music
Tuition Fee Refund Policy
Policy & Procedure
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COLLEGE of MUSIC

1. **Introduction**

The Tuition Fee Policy applies to all students enrolled on an award bearing course of study at the College including degree and non-standard course.

The Policy provides essential information on tuition fee refunds. Its purpose is to explain to students who are considering or have decided to take leave of absence, withdraw entirely or transfer to another institution how this decision will affect their tuition fees. It also explains the College's policy on tuition fee refunds in the case of a change to delivery, such as closure of the College building as a result of *force majeure* or the ongoing pandemic.

Tuition fees will usually be refunded (in whole or in part) in the following circumstances:

- Student cancellation within 14 days of entering into the contract.
- Student withdrawal from the programme.
- Student interruption, except in cases where a student's leave of absence ends in the same academic year.

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

- The withdrawal of an optional module.
- Minor changes to Programmes.
- Leave of absence where a student's leave of absence ends in the same academic year.
- A temporary closure of the building as a result of *force majeure*
- A move to provide learning, teaching and student support online, or a blend of online and in-person, as a result of force majeure or ongoing pandemic, provided students can achieve their expected learning outcomes (however we will consider concerns raised by students about their individual circumstances).

2. **Debt**

All students who make a refund application to the College will be debt checked. If a student has an outstanding debt on any of their accounts held by the College, they will be contacted, requesting if the refund amount can be put towards any outstanding debt to the College.

3. **Tuition fee refunds**

A student may be eligible for a refund if they have overpaid their tuition fees or their tuition fees have been reduced.

Revised fees may be applicable in the following circumstances:

- Withdrawing from a programme
- Interruption of studies (leave of absence)
- Visa refusal (non-UK students). A refund will not be given if the visa application is refused due to submission of fraudulent documents/deception or where incomplete or incorrect information has been provided as part of the admissions process.
- Student has changed from self-funded to being funded by Student Finance England

If a student intends to interrupt / withdraw from the College they must formally notify the College by completing and submitting an Interruption of Studies or Withdrawal from Programme of Studies form which are available on the student portal via a 'request'.

The student may claim a fee refund, if they have paid a fee greater than the revised fee applicable on the withdrawal date.

The fee liability will be determined by the date the student formally withdraws or takes leave of absence from their programme.

How refunds are calculated

The following table sets out how the College calculates refunds. Students should note that:

- SLC-funded undergraduate students, SLC postgraduate loan students and other sponsored students should be aware that the College will notify instances of leave of absence and course withdrawal to the Student Loans Company or the equivalent funding body;
- SLC funded undergraduate students who change their course part-way through an academic year should contact the Head of Student Services.

Undergraduate Home / Islands students

Liability point	Amount charged of total fee following withdrawal	Amount refunded of total fee
Within 14 calendar days from enrolment or course start date	0%	100%
After 14 days from enrolment or course start date to the start of 2 nd term	25%	75%
Start of 2 nd term	50%	50%
Start of 3 rd term and after	100%	0%

Undergraduate non-UK students

Liability point	Amount charged of total fee following withdrawal	Amount refunded of total fee
Within 14 calendar days from enrolment or course start date	0%	100%
After 14 days from enrolment or course start date to the start of 2 nd term	33%	67%
Start of 2 nd term	66%	34%
Start of 3 rd term and after	100%	0%

Postgraduate (Taught and Research)

Liability point	Amount charged of total fee following withdrawal	Amount refunded of total fee
Within 14 calendar days from enrolment or course start date	0%	100%
After 14 days from enrolment or course start date to the start of 2 nd term	33%	67%
Start of 2 nd term	66%	34%
Start of 3 rd term and after	100%	0%

Research writing-up registration is charged termly and liability rules are applied as per boxes 1 and 2 above.

The College will refund a non-UK student's deposit where application for Student Route visa is refused (documentary evidence will be required). No refund will be given if the visa application is refused due to submission of fraudulent documents/deception or where incomplete or incorrect information has been provided as part of the admissions process.

Where a student withdraws from the College, authorised refunds may not be paid until the College has evidence that the overseas student has returned to their home country or has been granted a new period of leave by the Home Office.

How refunds are applied

If fees were paid by Debit or Credit Card or a Direct Bank Transfer, the refund will be made to the same account.

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:

- a direct refund of tuition fees already paid
- a reduction in the tuition fees due
- a tuition fee debt reduction.