



UK Students: Leaving the University (Withdrawing)

Leaving (Withdrawing) - Includes Leaving to go to another University

If you are considering withdrawing from university or if you are leaving Northumbria University in order to commence a programme at another university, you should first speak to your tutor or supervisor. Please provide your Faculty with as much information as possible about the reason for your withdrawal, so that they can fully consider your situation and provide appropriate advice on any related academic issues and alternative options available to you.

If, after speaking with your Faculty, you still wish to proceed with a withdrawal, you will need to log a request and this is managed from beginning to end via the change of circumstances (ChoC) online portal. To initiate a request you are required to log on to your student portal homepage, go to 'MyRecords', then from the Menu click on the 'Change of Circumstances' link and select 'Start Process'. This is the start of a process which requires your continued engagement until your case has been closed via the ChoC portal. The Student Transition Team will be in touch to support and guide you throughout the process. Please be aware that you can cancel your request at any stage.

If you would like to speak to a member of the Student Transition Team, you can telephone to discuss your request further or book an appointment on 0191 243 7500.

If you decide to withdraw, your Faculty will notify your student finance provider of the changes. Your funding provider will cancel your funding and calculate whether there has been an overpayment to be reclaimed. If you have received a loan/grant* payment intended to cover a period when you will no longer be in attendance, your funding provider will usually request immediate repayment of this amount. Students have the option of contacting their funding provider to negotiate if this will cause them financial difficulties.

An ex-student will be liable to repay their remaining loan debt in the usual way, from the April after they leave and once they start earning over the relevant income threshold per year (this depends on which year you started study – please speak to an Adviser if you are unsure). For further information see www.studentloanrepayment.co.uk

If in regular attendance, your student status will cease when you **confirm** your intent to withdraw on the ChoC online system. From this date you will also lose your student exemption from Council Tax. Please see our Council Tax factsheet for more information on this.

My Funding - Future Support and the Previous Study Rule

You should be aware that withdrawing from your programme will have an effect on your remaining entitlement to financial support if you want to return to Higher Education at a later date. Eligible students are entitled to financial support for the length of their programme plus one additional year, minus any years of previous study. This is known as the 'Previous Study Rule'.

Example 1: A student withdraws from her three year programme at the end of her first year. She later enrolls on another programme and is entitled to financial support for every year of that programme.

3 year programme + 1 additional year - 1 year previous study = 3 years' remaining financial support (3+1-1=3).

Example 2: A student withdraws from his three year programme at the end of his second year and later enrolls on a new programme in year 1. He will be entitled to two years of financial support for his new programme.

3 year programme + 1 additional year - 2 years' previous study = 2 years' remaining financial support (3+1-2=2).

Example 3: A student withdraws from his programme at Northumbria to continue the same course at another institution. He has completed two years of study. The new institution requires that he commence at year 2 of the three year programme.

3 year programme + 1 additional year - 2 years' previous study = 2 years' remaining financial support (3+1-2=2).

As the student is commencing at year 2 he will receive funding for both remaining years of his new course.

The student in the second example would only receive full financial support for years 2 and 3 of his programme and is required to support himself (or 'self-fund') in his first year. Where a student is required to self-fund any years of their programme, this will always apply to the earlier rather than later years of the programme. During any 'self-funding' years, you will not be able to access a Fee Loan or Maintenance Grant*. Under the current rules, eligible students can continue to receive the Maintenance Loan and additional grants until they have an honours degree.

If you withdraw from your programme for 'Compelling Personal Reasons' (CPR) and can provide evidence of your circumstances, your student finance provider has the discretion to extend your support by one year. Some examples of circumstances your funding provider may consider under the 'CPR' rules include; a serious illness, bereavement, pregnancy or a personal/family crisis. Please see our information sheet on CPR and the evidence required by your student finance provider for further information on this.

Please note: The information above sets out the basic principle of the Previous Study Rule. However, the interpretation of this regulation is not straightforward and there are a number of exceptions/variations which may apply, depending on your circumstances. If you are considering withdrawing from your programme you should speak to an Adviser for advice on your individual funding status and circumstances.

We would also recommend that you speak to your student finance provider to confirm your remaining financial support entitlement before making a decision to withdraw.

* **Maintenance Grants will no longer be available to students commencing their studies in 2016 or later.**

What Happens to my Tuition Fees?

Dependent upon the date you withdraw, the amount of tuition fee you are charged may be reduced from the standard amount, as is the amount of fee loan which the Student Loans Company (SLC) will pay.

All Home/ EU students who withdraw from their programme of study at Northumbria University will be liable for a tuition fee depending on the term in which they withdraw:

- During term 1 you will be charged 25% of the total academic year's fee (SLC will release 25% of your Tuition Fee Loan (TFL)).
- During term 2 you will be charged 50% of the total academic year's fee. (SLC will release 50% of your TFL)
- During term 3 you will be charged 100% of the total academic year's fee. (SLC will release 100% of your TFL).

If you have arranged to pay your fees direct to the University, you will owe the relevant amount to the University Finance Department. If you pay with a tuition fee loan, you will owe this to your student finance provider as part of your student loan debt.

Please be aware that if you commenced your course prior to September 2012, withdraw from your programme then return to university to start another higher education programme, you will be classed as a 'new' student for financial support purposes. This means you will be charged the higher rate of tuition fee (for example, £9,000 at Northumbria in 15/16). In these circumstances, remaining entitlement to tuition fee loan and other support will be determined by the Previous Study Rule as outlined above.

If you have any queries regarding your fee liability, please contact a Welfare, Immigration and Funding Adviser or the University Finance Department.

Please note: This advice relates to the system in England and specifically SFE. If you are funded by another body such as Wales, NI or SAAS please confirm with them any variations under their Regulations.

Contact the Welfare, Immigration and Funding Team

Visit us at an Ask4Help point

At City Campus

Drop in to speak to an Adviser:
Monday, Tuesday, Thursday, Friday
(10am - 4pm), Wednesday (1 - 4pm)
Student Central, City Campus Library

At Coach Lane Campus

Bookable Appointments
Student Central, Coach Lane Library

At London Campus

Ground Floor

At Amsterdam Campus

Fraijlemaborg Building

Tel: 0191 227 4127

sv.welfareandinternational@northumbria.ac.uk

Current Northumbria students should make enquiries via the Student Portal:

myportal.northumbria.ac.uk



FINANCIAL SUPPORT

Visit an Ask4Help point
northumbria.ac.uk/financialsupport

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