

## Tuition Fee Liability Procedure

This document provides students who wish to take leave of absence or withdraw from their studies with information on their tuition fee liability.

A student who wishes to take leave of absence or withdraw from their studies must complete the relevant paperwork which is available from Registry.

On receipt of the completed paperwork Registry will notify the Finance Office of a student's official withdrawal or leave of absence date. This will normally be the date on which Registry receives the completed paperwork from the student.

The Finance Office will arrange refunds where applicable.

The tuition fee liability policy at Glasgow School of Art is based on the student's funding method.

### **Self-funding Students (Home / EU / International)**

Self-funding students pay their fees to the Finance Office in three instalments: upon enrolment; in January; and in April.

Commencing studies in a term will result in fee liability for that term as follows:

<b><u>Date of withdrawal or leave of absence</u></b>	<b><u>Fee Liability</u></b>
During Term 1	34% of annual tuition fee
During Term 2	67% of annual tuition fee
During Term 3	100% of annual tuition fee

### **Students funded by Student Awards Agency for Scotland (SAAS)**

SAAS pays tuition fees directly to GSA in one instalment in January.

SAAS assesses tuition fee liability in accordance with its own guidelines.

- SAAS do NOT pay tuition fees to the School if a student withdraws from the School before the 1<sup>st</sup> of December. Withdrawal / leave of absence does not therefore have an impact on a student's future funding through SAAS.
- SAAS WILL pay tuition fees to GSA for students if they withdraw/ take leave of absence at any time after 1 December. Withdrawal after the 1<sup>st</sup> December will potentially therefore have an impact on a student's future funding through SAAS

Further information can be found on the SAAS website:

<http://www.saas.gov.uk/>

**Students funded by Student Finance England (SFE), Student Finance Wales (SFW) or Student Finance Northern Ireland (SFNI)**

Student eligibility for funding is assessed by SFE, SFW or SFNI. Payment of funding is managed by the Student Loans Company (SLC) who pay fees directly to GSA. Commencing studies in a term will result in fee liability for that term as follows:

<b><u>Date of withdrawal or leave of absence</u></b>	<b><u>Fee Liability</u></b>
During Term 1	25% of the annual tuition fee
During Term 2	50% of the annual tuition fee
During Term 3	100% of the annual tuition fee

The student will continue to be eligible for a Tuition Fee Loan from the SLC for each term started.

Withdrawal or leave of absence will potentially have an impact on a student's eligibility for future funding through SFE / SFW / SFNI.

Further information can be found on the Student Funding websites:

SFE: <https://www.gov.uk/browse/education/student-finance>

SFNI: <http://www.nidirect.gov.uk/student-finance>

SFW: <http://www.studentfinancewales.co.uk>

Students are advised to speak directly to their funding provider for information on how withdrawal will affect any future entitlement to funding support.

**Compelling Personal Circumstances**

Medical and compassionate circumstances that impact on a student's ability to continue their studies will be considered. Any reduction in tuition fee liability will be at the discretion of the Head of Finance in consultation with the relevant Programme Leader.

**Further Information and Guidance**

Students requiring guidance or support when considering withdrawal or taking leave of absence from their studies are advised to contact the Student Welfare Service:

[welfare@gsa.ac.uk](mailto:welfare@gsa.ac.uk) or 0141 353 4787 for an appointment.