



Student  
Services

Funding & Advice



# Thinking about leaving your course?

Everything you need to know about  
how this impacts your funding.

## Why?

The first thing to do is talk to someone about why you feel this way. If you're struggling academically or with personal issues, help will be available.

Talk to your Personal Tutor or Programme Leader about course content, placement issues or other course-related challenges. They can also refer you to the many support services available at UWS, or you can come to us direct.

Visit [The Hub](#) to access all the services that might help you feel better and stay on your course or make a new plan for your future, including: Counselling and Wellbeing, Funding & Advice, Disability Support, Academic Skills and Careers Service.

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Counselling

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Disability Support

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Academic Skills

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Careers

## Impact:

Leaving your course will have an impact on your student funding for the current academic year, but it may also impact your entitlement to student funding for any future study you want to do. This guidance document will explain this in detail, but you can also ask the [Funding & Advice Team](#) for tailored guidance to ensure that you make an informed decision.

## If you're sure you want to leave:

There are some practical steps you need to take in order to ensure your withdrawal is processed correctly. This can impact your future student funding entitlement, so it is important to do this correctly.

- Discuss your withdrawal decision with your Personal Tutor/Programme Leader. It is good practice to follow this up with an email confirming your decision in writing and stating your official withdrawal date.
- Advise your School Office of your withdrawal. Your Personal Tutor/Programme Leader/School Office will notify Registry, who manage your student record at UWS.
- Contact the Finance Team via [The Hub](#). They will invoice you for any tuition fees owed. See what this means for your student funding in the section below.
- If applicable, contact the UWS Residence Team at [accommodation@uws.ac.uk](mailto:accommodation@uws.ac.uk). They will help arrange your departure, and ensure that your final bill is accurate.
- The University will inform your funding body (i.e. SAAS, SFE, SFW or SFNI) of your withdrawal but if you are keen to cancel your payments quickly, you may also wish to inform them yourself.

*We recommend email as this provides you with a clear record of communication, should you need it in future.*

# What this means for your student funding

Withdrawing from your course can have an impact on your own liability for payment of tuition fees as well as your entitlement to student funding, not just in the current academic year but for future study too.

The Finance Team will calculate the tuition fees payable from the beginning of the academic year to your official withdrawal date. This is called a Pro-rata Charge. Whether and how much you pay depends not just on your withdrawal date but on your original funding status too. This is explained in more detail in the sections below.

- **Self-funded students** who are already responsible for payment of tuition fees will have a pro-rata charge applied from the start of your course to the date of withdrawal. The Finance Team will advise what this is and can be contacted via [The Hub](#).

## If you are funded by SAAS...

If SAAS have awarded you tuition fees, they pay this to UWS on 1st December. Withdrawing prior to 1st December means this has not been paid, so you will be treated as though self-funding and will have a pro-rata tuition fee charge applied from the start of the course to the date of withdrawal. If there are extenuating reasons for your withdrawal, such as ill health, you may ask Finance to waive this fee.

If you withdraw after 1st December, your tuition fees will have been paid by SAAS and you will most likely have nothing further to pay towards your fees **this year**.

If SAAS have awarded you a bursary or grant, this is payable for each day of attendance up to and including your last day of attendance. Depending on where your withdrawal date falls in relation to your SAAS payment date, a small amount may need to be repaid by you to SAAS. SAAS can confirm if this applies to you.

Student Loan payments will stop when you withdraw from your course. When your withdrawal is reported to SAAS they will advise the Student Loans Company (SLC) of your withdrawal and you should receive a revised award letter. If you do not hear from the SLC and/or SAAS or if you continue to receive loan payments after withdrawing, you should contact them directly to rectify this. Any payments you did receive will be subject to repayment under the original terms of your loan agreement.

## Impact on your future student funding entitlement:

The amount of tuition fee, bursary and student loan funding available to you is limited. Students are usually only eligible for funding from SAAS once at each level of study so any previous funding, even in a year where you withdrew from your studies, can impact what you are entitled to receive in the future.

If you have received one or more bursary payments then this level of tuition and bursary funding will not automatically be available for future use. You may be able to retain this level of funding for future use by repaying your bursary payments to SAAS, or having them deducted from a future award. Contact SAAS direct for the options available in your specific circumstances as this may not be available in every situation. If you withdraw before 1st December, SAAS will not have paid anything towards your fee for the year. If you have received no bursary payments during this time then this level of tuition fees (and bursary, if eligible) remains available to you for future use.

If you withdraw before 1st December, SAAS will not have paid anything towards your fee for the year and this will be available for you to use in the future. If you have received one or more bursary payments before withdrawing, you may be able to retain this bursary funding for future use by repaying your bursary payments to SAAS, or having them deducted from a future award. Contact SAAS direct for the options available in your specific circumstances as this may not be available in every situation.

SAAS offer a +1 year of funding to all students. This can be used to access the full funding package – tuition, bursary and student loan – when undertaking the same level of study, no matter the reason for doing so. Students in receipt of the Care Experienced Bursary may benefit from two +1 years from SAAS.

## If you are funded by SFE, SFW or SFNI...

Your funding body will reassess your award based on your withdrawal date. This will result in a new award letter, showing your reduced entitlement. Where funding is paid on a termly basis, this reassessment may result in an overpayment of your grant or loan.

In the case of over-payments, these are **not** subject to the original terms of your loan agreement and must be repaid **as soon as possible** or they are deducted from future entitlements. The same is true of grant over-payments. It is therefore very important that you contact your funding body with your plan to withdraw and ensure that any overpayment is repaid as soon as possible. Any loan payments you did receive that were not an overpayment will be subject to repayment under the original terms of your loan agreement.

## Impact on your future student funding entitlement:

The amount of tuition fee and bursary/grant funding available to you is limited. Students are usually only eligible for funding once at each level of study so any previous funding, even in a year where you withdrew from your studies, can impact what you are entitled to receive in the future.

An additional year of funding may be available to you. This can be used to access the full funding package – tuition fees, bursary/grants and maintenance loan – when undertaking the same level of study, no matter the reason for doing so.

Following your withdrawal, your funding body can confirm your remaining entitlement to all aspects of student funding.

## Good practice

It's always a good idea to retain all letters and emails received about your withdrawal from your funding body etc. These can be helpful for your own reference, particularly if you are applying for funding in the future and are concerned that your eligibility has not been assessed correctly.



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