**Tuition Fee Refund and Liability Reduction Application Form**

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**GENERAL GUIDANCE**

 This form should only be completed by students wishing to request a tuition fee refund or reduction in tuition fee liability in cases where unforeseen and exceptional circumstances prevented them from studying. It should not be used to request tuition fee refunds or reduction in tuition fee liability in the following instances:

* **Overpayment:** Contact Accounts Receivable Team directly, email [MyCampus-fees@glasgow.ac.uk](mailto:MyCampus-fees@glasgow.ac.uk)

(quote your GUID in your e-mail)

* **SLC/SAAS funding / private sponsorship confirmed after payment made:** Contact Accounts Receivable Team directly, email MyCampus-fees@glasgow.ac.uk (quote your GUID in your e-mail)

 Requests for tuition fee refunds and/or reductions in tuition fee liability can take up to **six weeks** to be processed and possibly longer during peak periods.

**INSTRUCTIONS**

 All sections must be completed in full. If any sections have not been completed, your request will not be considered.

 The form must be completed by the student concerned. We will not accept forms completed by a third party.

 Before filling in this form it is essential that you read the ‘Refund Policy’, and the Tuition Fee Refund and Liability Reduction Privacy Notice, which can be accessed at [www.gla.ac.uk/myglasgow/students/money/fees/policies/refund/](http://www.gla.ac.uk/myglasgow/students/money/fees/policies/refund/).

 Details of where to submit completed applications can be found on page 4 of this form.

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| **Section 1: Personal Details** | |
| GUID Number: |  |
| Family name: |  |
| Given name: |  |
| Current contact address:  (including postcode) |  |
| Contact e-mail: |  |
| *\* Please ensure this email address is correct and up to date, as the majority of correspondence will be sent via email.* | |

**Staff Use Only:**

**Date received ……………………. Form complete Yes**  **No  Acknowledged ………………….**

|  |  |
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| **Section 2: About Your Course** | |
| **2.1 Course Details:** | |
| Academic year to which request relates (e.g. 2020/21): |  |
| Name of course: |  |
| **2.2 Withdrawal:**  Have you formally withdrawn from your course? Yes  No  **Applications will only be considered where formal withdrawal procedures have been completed.** | |
| **Section 3: Details of your request** | |
| **3.1 Reason for Request:**  **Please note that academic failure or failure to receive funding from a sponsor or a student loan or grant is not considered to be an exceptional circumstance, as each student accepts full liability for the course fees at registration. Tuition fee reduction requests will not be considered in these instances.** | |
| **Medical**  Evidence required: Medical Certificate or letter from doctor/medical professional | |
| **Bereavement**  Evidence required: Death certificate, plus evidence of your relationship to the deceased | |
| **Student Visa Refusal**  Evidence required: Copy of letter from UK Visas and Immigration confirming visa refusal | |
| **Other**  Please provide brief details and supporting evidence. | |
| **3.2 Supporting Evidence:**  Evidence attached to form? Yes  No  (Please only submit copies as original documents cannot be returned)  Please provide details of evidence attached: | |

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| **Section 4: Personal Statement** |
| Tuition fee refunds and reductions in tuition fee liability will only be considered in cases of unforeseen exceptional circumstances. In the space below, please provide a statement detailing the exceptional circumstances that preceded your request. |
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| *\* Additional pages can be attached to this form. Please indicate in the space above if you have done this.* |

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| **Section 5: Declaration** | |
| * I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given false information my request will not be considered. * I confirm that I have read and understood the ‘Tuition Fee Refund and Fee Waiver Guidelines’ of the University of Glasgow, and I am aware that any tuition fee refund or reduction in tuition fee liability is entirely at the discretion of the Director of Registry or nominee. * I understand that my application will only be considered once I have completed University of Glasgow withdrawal procedures. * I understand that failure to complete the form in full will result in my request not being considered. | |
| Your full name:  (in BLOCK CAPITALS) |  |
| Your Signature: |  |
| Date: |  |

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| --- | --- |
| I give my explicit consent for the University to process any special categories data that I include in my application form. I have read and understand how my personal data will be used. | |
| Your Signature: |  |
| Date: |  |

**Where to submit this form**

Once completed, this form can be submitted by email to [reg-sec@glasgow.ac.uk](mailto:reg-sec@glasgow.ac.uk)

**Checklist**

Before submitting this form, use the checklist below to ensure that you have fulfilled all the requirements. Incomplete application forms will not be considered, and you will need to complete a new form if you wish to apply again.

**Have you completed all sections of the application form?**

Section 1: Personal Details Completed

Section 2: About Your Course Completed

Section 3: Details of Your Request Completed

Section 4: Personal Statement Completed

Section 5: Declaration Completed

Supporting evidence included