

PLEASE NOTE

The deadline dates refer to the date of receipt of the form by the *ifs School of Finance* in Canterbury. You must allow sufficient time for postal delays. You can fax the form to +44 (0) 1227 784331.

CHANGE OF ORIGINAL REGISTRATION

The *ifs School of Finance* recognises that a change in circumstances can be unavoidable and that you may need to:

- cancel your overall studies;
- withdraw your module registration;
- change your choice of module;

Whichever scenario is applicable, you must complete the enclosed form and return it to the *ifs School of Finance*. Please refer to the table at the bottom of the page for deadline dates and charges.

Students may also wish to take time out from their studies – for further information on this please contact the Student Support and Guidance team on +44 (0) 1227 818631 or email guidance@ifslearning.ac.uk.

Students **cannot** defer their examination entry. If you are experiencing difficulties with your course of study, you should withdraw from your studies.

EXPLANATION OF TERMS

Module registration fee – See schedule of fees in the guidance notes. The percentage refund will be based on the full course fees, and any outstanding amounts will be deducted from the refund. (Please note, the University of Manchester registration fee* and membership subscription fees are not refundable).

*The UoM registration fee will only be refunded if you are withdrawing your first registration towards a qualification, before the course start date.

Withdrawal – Cancellation from the module, ie you have begun your studies but because of changes in your circumstances you are unable to complete the current course of study. However you should bear in mind the time-limits for the programme of study you have undertaken.

Changes after 1 May/1 November

Module change – you have begun your course of study, but find that the module you are studying is no longer appropriate to your career aspirations. You should apply to withdraw from your existing course and apply for a new course in a subsequent session.

Tuition provider change – you have registered for a module and begun your course of study, but find you cannot continue with your current tuition provider. You should apply to withdraw from your existing course and apply for a new course in a subsequent session.

Changes after 30 Sept/31 March

Unable to attend the examination – Please read the section on extenuating circumstances.

REFUND AVAILABLE FOR WITHDRAWALS

Percentage of module registration fee available for withdrawals.

Deadline Dates		Refund available
May–October session	November–April session	
Up to 1 May	Up to 1 November	100%
2 May – 9 July	2 November – 9 January	50%
10 July – 30 September	10 January – 31 March	0%
1 October – examination	1 April – examination	Changes not accepted

COMMENCEMENT OF NEW COURSE

If you need to change your module or tuition provider before 1 May/1 November you will still be eligible for a course of study starting in May/November. However, if you change your module or tuition provider **after** 1 May/1 November, or withdraw from a course of study at any time, your next course of study will need to be registered by the published closing dates. Full fees would need to be submitted with your registration. The closing date for courses of study commencing on 1 May is **31 March** and for courses commencing on 1 November it is **30 September**. Registration forms will be sent automatically to anyone who is currently studying a University of Manchester validated qualification with the *ifs School of Finance*.

EXTENUATING CIRCUMSTANCES

The *ifs School of Finance* recognises that after the withdrawal deadline date, students may experience exceptional circumstances that are beyond their control, and may render them unable to sit the examination or to perform to the best of their abilities. In such cases, students should complete the Extenuating Circumstances Application Form, which can be found on our website at www.ifslearning.ac.uk/qualifications/forms.cfm.

All claims must be supported by independent documentary evidence and submitted to Awards and Curriculum within four weeks of the examination date. Claims received after four weeks of the examination date will not be accepted.

Acceptable cases would normally include death or serious illness of a close relative or personal illness that can be substantiated with a medical certificate. **Cases not considered would be holidays, house or job move or simple lack of preparation.**

All cases of potential extenuating circumstances will be considered by the Assessment Review Group (ARG) prior to the issue of results. Students should be aware that sitting examinations against medical advice would not be considered by the ARG.

The ARG has the authority to discount attempts (whether or not the examination is actually sat) and extend the time limit for completion of the programme if it considers the case to be appropriate. Please be aware that any fees paid are NOT refundable or transferable. Re-sit fees must be submitted with the relevant re-sit form when the student next intends to sit the examination.

IF YOU REQUIRE ASSISTANCE

If you are unsure of your best course of action please call Student Support and Guidance on +44 (0)1227 818631.

Please return your completed form to:

Student Support and Guidance
ifs School of Finance
ifs House
4–9 Burgate Lane
Canterbury
Kent CT1 2XJ
United Kingdom



