**Dealing with Retrospective Interruptions**

This information should be read with reference to the document ‘Principles in Respect of Interruptions to an undergraduate or postgraduate programme of study – Guidance for students’ (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4780>)

If you are advising a student about possible withdrawal, interruption or discontinuation of their studies, or considering updating a student’s program plan retrospectively, it is important to bear in mind the following factors:.

1. What is the financial implication of the retrospective action on both the student and the University?

Take the example of a UK undergraduate student being marked as on interruption on 8th May 2013, backdated to 30th November 2012. This student will have been returned as in attendance to the Student Loans Company (SLC) on three separate occasions throughout the academic year, which will have triggered the following financial transactions:

• release of any maintenance loan and grant direct to the student

• release of the full years tuition fee loan to the University

• assessment and payment of the cash element of the Manchester Bursary to the student

Once the student’s interruption is picked up and reported in May, with an effective date of November, the financial impact on the student and the University will be as follows:

• tuition fees for the year will be reduced, which will result in the SLC having to claw back funds from the University

• the student being asked to refund to the SLC, maintenance loans and grants they are now deemed ineligible to receive, or having their future funding entitlement reduced.

• interest will have accrued on the student’s loans from the SLC during the period their interruption was not recorded

• no easy means of the University recovering the £1,000 cash bursary paid in error to the student.

Similarly, a postgraduate student in receipt of a maintenance stipend will have received payment up to the date the retrospective action is recorded on the Campus Solutions, which may require funds having to be recouped from the student.

2. The effective date of the retrospective action

When deciding on the effective date of the action it is important to bear in mind key dates, such as the Student Finance liability dates for undergraduate students, which fall in September, mid January and mid April. For example, in 2013, an undergraduate with a withdrawal date of 15th April (the 3rd liability date) would be liable for £9,000 fees, whereas a student withdrawn on 14th April, would only be liable for £4,500.

3. Overseas students on a Tier 4 visa

Issues can arise where the effective date of any action does not match the dates recorded at the census point. In addition, for Tier 4 students retrospective actions can lead to visa issues or problems with UKBA. You are advised to ensure that the student seeks appropriate guidance or that you seek guidance.

International Advice Team, Student Services Centre

0161 275 5000 (option 1)

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For further information and guidance on the implications of retrospective actions, please contact:

Funding Team, Student Services Centre

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