

Withdrawal, Suspension and Deferral Policy 2016-2017

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Document Version Control

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1. Introduction

The purpose of this policy is to make students aware of the processes and deadlines with regards to a course withdrawal, suspension or deferral, including any consequences.

2. Withdrawal

2.1 Types of withdrawal

2.1.1 Student withdrawal

A student withdrawal is where you make a decision to withdraw from your course. Before withdrawing, we would recommend that you first discuss the matter with your Course Leader. If the reason for your intended withdrawal is not course related, then you are strongly advised to contact an Advisor in the Student Engagement and Success Division to be sure that you are making as informed a decision as possible. It may be that there are implications or consequences of which you are not aware. Our aim is to ensure that you make the right decision and, should you decide to withdraw, that your eligibility for future financial support for higher education study is not jeopardised. You can either make an appointment to see an Advisor at Reception or by email ses@lsbm.ac.uk.

If you wish to withdraw you must do so formally by completing our Suspension and Deferral Application Form in order to establish the date you left us and why. This form can be downloaded from Part F of our Quality and Enhancement Manual (QEM). See link below.

<http://www.lsbm.ac.uk/partf-student-forms>

2.1.2 Academic withdrawal for non-engagement

An academic withdrawal for non-engagement is where we, in line with the University of Northampton Academic and Student Regulations (Section 3.3.5), withdraw you due to a failure to engage with your course during the first six weeks. This 6-week non-engagement rule is set out in our Attendance Policy.

2.1.3 Academic withdrawal for other reasons

An academic withdrawal for other reasons is where we withdraw you due to poor academic performance, academic misconduct, or any breach of our Regulations, Policies and Procedures (or those of our academic partners) which provide a sanction of withdrawal.

2.2 Procedure for student withdrawal

You must take the following action in order to withdraw from your course:

- complete the Withdrawal Form; and
- hand in the completed Withdrawal Form at Reception together with all of our property as set out within the Withdrawal Form.

2.3 Actions not constituting a student withdrawal

If you wish to withdraw from your course you must follow the procedure set out in Section 2.2 above. If any or all of the following apply to you, we will not consider such as constituting your withdrawal from the course:

- Lack of participation or attendance
- Lack of interaction with our virtual learning environment
- Non-submission of assessments or non-attendance at examinations
- Non-payment of tuition fee
- Cancelling or withdrawal of Student Loans Company funding
- Informally informing a lecturer or other member of staff of the withdrawal, in person or through email.

The above list is not exhaustive.

2.4 Consequences of withdrawal

2.4.1 Student withdrawal

As stated in Section 10 of our Terms and Conditions, if you withdraw from the course two weeks after the course's advertised start date, you will be liable for the entire year's tuition fees.

- Home/EU student funded by the Student Loans Company (SLC): we will use your withdrawal date to re-calculate the tuition fees payable through the SLC. We will only receive tuition fee funding from the SLC for the period from the course start date until your withdrawal date. This amount will be claimed from the SLC and any future payments will be cancelled. You will be liable to pay the balance of any outstanding tuition fees.
- Home/EU privately funded: you will be liable to pay the balance of any outstanding tuition fees.
- International students: you will be liable to pay the balance of any outstanding tuition fees. In the case of International students with a Tier 4 Visa, UK Visas and Immigration (UKVI) will be informed about your withdrawal, which could result in an immediate cancellation of sponsorship. In this case you would need to find another sponsor or potentially leave the UK. Before a withdrawal is approved and processed, our UKVI Compliance Officer will be consulted to provide you with advice and guidance.

2.4.2 Academic withdrawal for non-engagement

As stated in Section 11.1 of our Terms and Conditions, in line with the University of Northampton Academic and Student Regulations (Section 3.3.5), if you fail to engage with your studies without good cause and due notice by the end of the sixth week of the advertised start date of your course, you will be deemed to have withdrawn from the course and your registration will be terminated.

You will be liable for the entire year's tuition fees.

- Home/EU student funded by the Student Loans Company (SLC): we will use end of week six as your withdrawal date to re-calculate the tuition fees payable through the SLC. We will only receive tuition fee funding from the SLC for the period from the course start date until your withdrawal date. This amount will be claimed from the SLC and any future payments will be cancelled. You will be liable to pay the balance of any outstanding tuition fees.
- Home/EU privately funded: you will be liable to pay the balance of any outstanding tuition fees.
- International students: you will be liable to pay the balance of any outstanding tuition fees. In the case of International students with a Tier 4 Visa, UKVI will be informed about your withdrawal, which could result in an immediate cancellation of sponsorship. In this case you would need to find another sponsor or potentially leave the UK. Before a withdrawal is approved and processed, our UKVI Compliance Officer will be consulted to provide you with advice and guidance.

2.4.3 Academic withdrawal for other reasons

Academic withdrawal at end of an academic year by Assessment, Examination or Award Board

If at the end of an academic year you are withdrawn by our Assessment, Examination or Award Board (or the Board of one of our academic partners), you will be liable to pay the full tuition fees for that year regardless of whether or not you have passed modules or obtained any qualifications. If your tuition fees are paid through the SLC we will claim the full tuition fees through the SLC. If you are privately funded, you will be liable to pay the balance of any outstanding tuition fees.

If you are an international student you will be liable to pay the balance of any outstanding tuition fees and, in the case of International students with a Tier 4 Visa, UKVI will be informed about your withdrawal, which could result in an immediate cancellation of sponsorship. In this case you would need to find another sponsor or potentially leave the UK. Before a withdrawal is approved and processed, our UKVI Compliance Officer will be consulted to provide you with advice and guidance.

Academic withdrawal for any other reason

If you are withdrawn for any other reason (e.g. academic misconduct, or any breach of our Regulations, Policies and Procedures (or those of our academic partners) which provide a sanction of withdrawal), you will be liable to pay the full tuition fees for that year regardless of whether you have passed modules or obtained any qualifications. If your tuition fees are paid through the SLC we will use your withdrawal date to re-calculate the tuition fees payable through the SLC. We will only receive tuition fee funding from the SLC for the period from the course start date until your withdrawal date. This amount will be claimed from the SLC and any future payments will be cancelled. You will be liable to pay the balance of any outstanding tuition fees.

If you are an international student you will be liable to pay the balance of any outstanding tuition fees and, in the case of International students with a Tier 4 Visa, UKVI will be informed about your withdrawal, which could result in an immediate cancellation of sponsorship. In this case you would need to find another sponsor or potentially leave the UK. Before a withdrawal is approved and processed, our UKVI Compliance Officer will be consulted to provide you with advice and guidance.

2.4.4 Returning after a withdrawal

If you want to return to study a course following a withdrawal, you must re-apply through the Student Recruitment and Marketing Division as a new student. The Student Recruitment Team can be contacted by email at: enquiries@lsbm.ac.uk.

Any application to return to study a course will be considered in accordance with our Admissions Policy and, where applicable, any relevant regulations, policies and procedures of the relevant academic partner.

If you return, having previously withdrawn, you will not be treated as a continuing student on your return irrespective of whether you return to the same course or a different course. The applicable tuition fees will be those which apply at the date you return.

3. Suspension

A suspension is when you take a break from your studies having already studied for more than two weeks. A suspension has to be either for: (i) one semester (minimum); or (ii) one academic year (maximum). A suspension is normally taken because of a long-term illness or other personal circumstances.

Before suspending your studies, we would recommend that you first discuss the matter with an Advisor in the Student Engagement and Success Division to be sure that you are making as informed a decision as possible. It may be that there are implications or consequences of which you are not aware. Remember we are here to support you as much as we can. You can either make an appointment to see an Advisor at Reception or by email ses@lsbm.ac.uk.

3.1 Procedure for suspension

If you do decide to suspend your studies, you will need to complete the Suspension and Deferral Application Form and submit this to us via the Student Self-service Portal (SSP). The Suspension and Deferral Application Form can be downloaded from Part F of our Quality and Enhancement Manual (QEM). See link below

<http://www.lsbm.ac.uk/partf-student-forms>

3.2 Consequences of a suspension

- **Home/EU student funded by the SLC:** the SLC will be notified of your suspension and your expected date of return. As a consequence, the SLC may suspend any future maintenance loan and tuition fee payments. These payments will be re-started by the SLC when you return to study, but there may be some interruption to your payments.
- **Home/EU privately funded:** you will be charged for the portion of the course that you have completed up to the date of your suspension. Tuition fee charges will re-start on your return date. If you do not return you will be liable for the balance of the tuition fees.
- **International students:** a suspension of study is not permissible if you hold a Tier 4 (General) visa. If you want to suspend your studies, you will need to withdraw from the course (see **Section 2.4.1** above).

3.3 Returning after a suspension

The date for your return will be agreed between you and our Registry before your suspension. Registry will contact you before your proposed return date to organise re-enrolment. Alternatively, you can contact Registry to confirm your re-enrolment by email at: registry@lsbm.ac.uk.

In the case of a student returning after a suspension for maternity reasons, our Pregnancy and Maternity Advisor will contact the student prior to her scheduled return to discuss any concerns the student might

have about returning to study. Upon her return, our Pregnancy and Maternity Advisor will ensure that she is fully supported in her reintegration.

4. Deferral

A deferral is when your start date is postponed (up to a maximum of 12 months).

4.1 Student deferral

A student deferral is when you request a later start date prior to or within the first two weeks of your course's advertised start date.

If you want to request a deferral **before** you have enrolled you should contact our Admissions Department by email at: admissions@lsbm.ac.uk.

If you want to request a deferral **after** you have enrolled you should contact our Registry by email at: registry@lsbm.ac.uk.

4.2 Institution deferral

An institution deferral is when we defer your start date because: (i) you have not satisfied all the conditions set out within your offer; or (ii) we have not had confirmation of your tuition fee funding from you, the SLC or your sponsor. Our Registry Team will inform you of your deferred status and contact you to discuss a potential start date.

4.3 Consequences of a deferral

- **Home/EU Student funded by the SLC:** we will inform the SLC. Your SLC application will be cancelled. We will not receive any tuition fee payments from the SLC. If you have already received a maintenance loan, grant or other payments from the SLC, the SLC may seek re-payment from you.
- **Home/EU privately funded:** as set out in the Terms and Conditions, the Tuition Fee Deposit is non-refundable unless one of the exceptions set out in **Section 3.1** of the Terms and Conditions applies. If the Tuition Fee Deposit is not refundable, it may be used as payment towards the tuition fees for any subsequent course you take with us.
- **International students:** a deferral is not permissible if you hold a Tier 4 (General) visa. If you want to defer your studies, you will need to withdraw from the course (see **Section 2.4.1** above).

4.4 Returning after a deferral

If you defer your start date **before** you have enrolled, our Admissions Department will contact you before your proposed return date to organise enrolment. Alternatively, you can contact the Admissions Department by email at: admissions@lsbm.ac.uk.

If you defer your start date **after** you have enrolled, our Registry Department will contact you before your proposed return date to organise enrolment. Alternatively, you can contact Registry by email at: registry@lsbm.ac.uk.

If we defer your start date, your proposed new start date will be agreed with our Registry Department. Registry will contact you before your proposed return date to organise enrolment. Alternatively, you can contact Registry by email to confirm your enrolment: registry@lsbm.ac.uk.

5. Related Policies and Procedures

- Attendance Policy
- Support for Pregnant Students
- Terms and Conditions: Applications, Tuition Fees and other Financial Charges