



## Student Self-Withdrawal Policy

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Related Policies / Procedures	Attendance and Engagement Policy Assessment Policy Extenuating Circumstances Policy
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## 1. Purpose

1.1 This policy sets out the process for students who wish to withdraw from their programme of study.

1.2 It ensures that students are given clear information about the academic, financial and personal consequences of withdrawal and are able to access advice and support from both the Programme Lead and Student Welfare and Support Team before making the decision to withdraw.

1.3 The policy provides guidance for staff on managing and processing withdrawal requests in line with awarding body requirements, external regulations and College procedures.

## 2. Scope

2.1 This policy applies to all students enrolled on programmes delivered by the College, including franchised and non-franchised provision.

2.2 It applies to staff involved in advising students, approving withdrawals and maintaining student records.

2.3 The policy covers self-withdrawals only. Withdrawals initiated by the College are dealt with under separate procedures such as disciplinary, academic misconduct, or attendance and engagement policies.

## 3. Definitions

3.1 Self-Withdrawal: A student's voluntary decision to leave their programme before completion.

3.2 Withdrawal Form: The form a student must complete and submit to start the withdrawal process

## 4. Roles and Responsibilities

Role	Responsibilities
<b>Students</b>	Complete the Withdrawal Form, provide reasons for withdrawal, meet with the Programme Leader and Student Welfare and Support Team and return ID cards.
<b>Programme Leader</b>	Contact the student within three working days, discuss reasons and support options, keep a written record of the discussion, and sign the Withdrawal Form with the student.
<b>Student Welfare &amp; Support Team</b>	Provide advice on welfare and finance and support the Programme Leader in ensuring options are considered.

Role	Responsibilities
Registry	Receive and process Withdrawal Forms, update student records and EBS, inform the student when complete, notify the Student Loans Company and update relevant departments.

## 5. Procedures

5.1 Student wishes to withdraw from their programme, hereafter referred to as 'Self Withdrawal Request'. In the event of a Self-Withdrawal Request, if, following advice, the student wishes to proceed with withdrawal, they are required to provide reasons for their decision by completing the withdrawal form, and returning any student ID cards.

5.2 Once a student has been withdrawn from the College, either through Self-Withdrawal, they do not normally have access to College systems and are not permitted to submit coursework or sit exams/assessments. Withdrawn students will be considered at the next assessment board and credit awarded where applicable.

5.3 The Student Withdrawal Process is based within Registry to ensure that accurate student records are maintained at all times. With the exception of Self-Withdrawal Requests from students, all other forms of withdrawals are initiated by formal procedures such as Exam Boards and Student Disciplinary Processes.

5.4 A student who considers withdrawing from the College under the Self-Withdrawal Request, is required to complete the Withdrawal Form and immediately contact their Programme Lead and the Student Welfare and Support Team.

5.5 Receipt of the Withdrawal Form will trigger the start of the process and freeze tuition fee liability from that point.

5.6 All Self-Withdrawal Requests received must be forwarded to the respective Programme Leader for the student, within 3 working days of receiving the email.

5.7 The Programme Leader will be responsible for contacting relevant colleagues, including the Directors and Principal, and the student within 3 working days of receiving the email Self-Withdrawal request. They will discuss reasons for considering withdrawal, offer them advice on

academic, pastoral and financial support available to them and discuss other options available if their choice of programme is not suitable.

5.8 All information provided by the student in the Self-Withdrawal request should be treated with confidentiality as it may contain information pertaining to sensitive individual circumstances.

5.9 The Programme Leader must keep a written account of the discussion with the student and the options offered to them. The Programme Leader must ensure the student is aware they can receive further advice from external or partner organisations.

5.10 After completing the Withdrawal Form, the student and the Programme Leader will be required to sign it and the student will submit the form to Registry.

5.11 Once the form is received, Registry will process the request, update student records and EBS and inform the student once the process is complete. Registry shall also notify the Programme and Student Services teams of all student withdrawals on a regular basis.

5.12 Registry will inform the Student Loan Company of all student withdrawals, ensuring that the student does not incur unnecessary debt when they have been withdrawn from the College.

## **6. Financial Implications**

6.1 If a student withdraws from their academic programme, or goes on a period of 'leave of absence', their tuition fees will be recalculated on the following basis: For all Undergraduate, Top-Up and Foundation Degree students, fees are charged on a 25%, 25%, 50% basis, based on the start date of a programme, and the related liability point as recognised by the Student Loans Company. Full cost programmes may vary according to type of funding.

6.2 If the student withdraws close to the end of the academic year, Student Finance may retain/recollect some of their maintenance money for the final part of the year. In such cases, Registry shall notify the student.

## **7. Reporting**

7.1 Registry will update EBS and will report on student withdrawals to the academic departments and Students Welfare and Support Team. Departments will be able to access directly from the EBS system up to date information on individual records.

## **7.2 Last Date of Student Engagement for Attendance, Withdrawal and SLC Reporting**

For the purposes of attendance monitoring, withdrawal decisions and reporting to the Student Loans Company (SLC), a student's last date of engagement is the most recent of:

- a) The date on which the College last made a documented attempt to contact the student using an approved communication channel.
- b) The date of the student's last physical attendance at scheduled teaching, learning or assessment activities.
- c) The student's last documented attempt to communicate with the College.

This date marks the point at which active and ongoing engagement ends where there is no intention by the student to re-engage, resulting in withdrawal, termination of the student's period of student finance eligibility and no further fee liability. This date must be applied consistently across all internal records, withdrawal decisions and all SLC-related reporting.

## **7.3 Withdrawal Processing and Notification Timeframe**

Student withdrawals are processed and reported to the SLC within 35 days and maximum 60 days of the student's last date of engagement or contact. Withdrawal records are updated without delay in institutional systems to ensure accuracy and consistency.