



TyneCoastCollege

Withdrawal Policy – Higher Education

This policy is available on-line at: www.tynecoast.ac.uk

- Tyne Coast College (TCC) will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact Student Services
- TCC reviews its policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact Student Services

* Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
SEG	V1	May 2021	May 2023	Principal, Tyne Coast College

Equal Opportunities: Impact Assessed

Review: 2 years

**POLICY NUMBER
104**

WITHDRAWAL POLICY – HIGHER EDUCATION

1. Policy Statement

It is acknowledged that, during their period of registration, students may experience a range of significant challenges which may compromise their ability to attend and continue to fully engage with their programme of study. This Policy will ensure that deferral or withdrawal from a Higher Education programme is valid and fair. All decisions concerning deferral or withdrawal should be taken in an open manner which does not disadvantage any student due to their age, disability, gender, race or religion whilst meeting the requirements of the Awarding Bodies/HEI's.

1. Terminology

1.1. Deferral

Deferral is a recognised and authorised break from studies where there is no academic engagement.

If a student wishes to defer from a course, they must inform the Course Leader in writing. The Finance department will advise the student of the fee for which they may be liable, based on their last date of attendance at College. Any pre-existing College processes, (eg investigations into plagiarism, misconduct, etc.) will normally continue during any approved deferral period.

When a student defers their studies and intends to return the following academic year, they will need to re-apply for Student Finance for that academic year. The period for which they were in attendance will be classed as a period of study by Student Finance and will therefore have an impact on any future funding. If a student had to defer for personal reasons outside of their control, they may ask Student Finance to disregard the period of study which led to their withdrawal.

The College is required by law to withdraw immigration sponsorship for deferring students who have entered the UK on a Tier 4 Student Visa. This will normally mean that they will be required to leave the UK for their period of Leave of Absence (as will any of their dependants).

1.2. Withdrawal

Withdrawal is the process by which a student may leave the College other than through the successful completion of their programme of study. Student withdrawals may be either temporary or permanent and may take be student-led (the student may choose to withdraw) or College-led (eg, lack of attendance).

When a student withdraws, MIS informs the Finance Department of the amounts / details of any invoices to be raised to either the student or their sponsor for periods of learning up until they defer/withdraw. MIS also informs Student Finance via its portal that the student has withdrawn from their studies. The period for which the student was in attendance will be classed as a period of study by Student Finance and will therefore have an impact on any future funding, should the student wish to return to HE. If a student had to withdraw for personal reasons outside of their control, they may ask Student Finance to

disregard the period of study which led to their withdrawal.

2. Permanent Withdrawal (Student-Led)

- 2.1. Where a student no longer wishes to continue with their programme of study, they may withdraw from their programme of study. Students considering withdrawal are advised to discuss their circumstances with their Course Leader as soon as possible.
- 2.2. Withdrawal should normally be notified by form to the Head of School. The form should set out the reason for withdrawal and the date from which the student wishes the withdrawal to commence. This should not normally be prior to the submission of the form. The Course Leader may wish to conduct an exit interview with the student, and where the course has particular requirements may need to ensure that the student returns certain belongings (eg, lap top, library resources, etc). The student will be advised as to all options available to them and may be advised to seek financial advice from Student Support and to seek IAG from Student Services / Gateway.
- 2.3. Withdrawal will not normally be backdated.
- 2.4. The student will receive confirmation of their withdrawal in writing. The letter will contain the date from which the withdrawal applies. The letter will also detail any conditions of withdrawal where these may apply (eg, the return of outstanding library resources or other equipment).
- 2.5. The date on which the withdrawal commences, as indicated in the outcome letter to the student, will be the date according to which reassessment of fee liability will be calculated.
- 2.6. Any work submitted by the student prior to their date of withdrawal will be marked and considered at the next available Programme Assessment Board. The student will be considered for any fall-back awards due and any credit accrued will be awarded. The student will be notified of the outcome of the Programme Assessment Board, and will have the right to appeal.
- 2.7. Students who have withdrawn will need to reapply (via UCAS or direct application) should they wish to re-join the College, whether studying the same or a different course. Where relevant, and in line with our Academic Principles and Regulations, recognition of any credit attained during their previous study may be taken into consideration. The decision to readmit will be made by the Course Leader, applying the relevant entry criteria for the course for which the student has applied.
- 2.8. The College will retain a record of 'Student Led Withdrawals' and the reasons for withdrawal, which will be accessible to relevant College staff for the purposes of considering re-admission.

3. Withdrawal (Permanent College-Led)

- 3.1. Withdrawal on the grounds of lack of academic progress or failure is decided by a Programme Assessment Board. The student will be notified of the outcome of the Programme Assessment Board, and will have the right to appeal.
- 3.2. Withdrawal will be undertaken in line with the process set out in the Student Attendance Policy. Any student withdrawn for reasons of attendance will be considered for any fall-back awards due and any credit accrued will be awarded. The student will be notified of the outcome of the Programme Assessment Board, and will have the right to appeal.
- 3.3. Students who fail to enrol on their course at the expected point/date are required to make contact with the College to explain the reasons for this within 2 weeks of their expected (re-)enrolment date. Where the student fails to provide good reason for their failure to enrol, or where the student fails to make contact with the College during this 2-week period, this will normally result in the termination of that student's registration.
- 3.4. Re-admittance to the same programme of study is at the discretion of the Head of School. Re-admittance to an alternative programme may be considered, however the student's previous academic record will be taken into account. Where an subsequent application is made for an alternative programme of study, the decision to readmit will be made by the relevant Course Leader, applying the relevant entry criteria for the course for which the student has applied, and consulting with the Course Team if the course is closely related to that from which the student withdrew.
- 3.5. Students who have been withdrawn for reasons of non-attendance or lapsed enrolment may be considered for re-admittance to the same or an alternative programme, however the student's previous academic record may be taken into account. The decision to readmit will be made by the relevant Course Leader, applying the relevant entry criteria for the course, and consulting with the Course Team in the case where the course is the same or closely related to that from which the student was withdrawn for reasons of non-attendance.

4. **Scope**

This policy relates to all higher education at English NQF/QCF Level 4 and above, including franchised provision.

5. **Legislation**

There is no current legislation applicable to this Policy.

6. **Responsibilities**

6.1. The Principal has responsibility for implementing this Policy.

6.2. The Heads of School/Assistant Principals are responsible for overseeing the implementation of section 5.

6.3. Teaching Staff are responsible for meeting students' entitlements as described in Section 1.2.

7. **Actions to Implement and Develop Policy**

7.1. College Managers should ensure that:

7.1.1. All teaching staff are fully conversant with this Policy and the requirements it places on them.

7.1.2. All staff are competent to undertake their roles and responsibilities.

7.1.3. All staff actively promote the principles of equality and diversity and are aware of who to approach for the provision of further advice for learners who have a disability/learning difficulty.

7.1.4. All newly appointed staff, including Agency staff have, as part of their induction, training opportunities to meet the basic requirements of this Policy.

7.2. Teaching Staff should ensure that:

7.2.1 Attendance records are maintained and up to date.

7.2.2 Students are made aware of this Policy and the implications of possible deferral and withdrawal.

7.2.3 Any challenge or appeal by students against withdrawal decisions are dealt with in an open and professional manner consistent with the assessment/attendance regulations for the course.

7.3. Students should ensure that they:

7.3.1 Make a positive commitment and contribution to their own development and individual learning targets/goals. Pay careful attention to the attendance requirements.

7.4. Extenuating Circumstances

7.1. If a student considers they have good reason for not being withdrawn, they must provide evidence (eg, authorised medical certificate or other valid documentation) to the Course Leader, together with a covering letter explaining the circumstances at the earliest opportunity.

7.2. The Course leader will then consider the evidence and decide whether to accept the student's re-instatement.

8. Monitoring & Evaluation

The HE Operational Group will monitor the operation of the policy by receiving termly reports on all withdrawals.

9. Related Policies

- Attendance Policy
- Equality and Diversity Policy
- Plagiarism Policy
- Late Submission of Course Work Policy
- Internal Assessment Appeals Policy
- Archive Policy
- Conducting internal examinations policy