

Withdrawal and interruption of study Policy and Procedure

[Withdrawal of Study Form](#)

[Interruption of Study Form](#)

The above forms can also be accessed via Moodle on the [Academic Procedures & Policies page](#).

1. Withdrawal and interruption of study (Open university validated programmes)

A student may withdraw from or interrupt their programme of study at any time by following this procedure. A student may apply to withdraw or interrupt their studies on the following grounds:

- Transfer to another institution
- Financial reasons
- Medical reasons
- Employment
- Restarting another programme
- Personal reasons.

1.1 Interruption of Studies

A student may interrupt their studies at any time during their programme. The maximum duration of interruption that will be granted is twelve consecutive months from the last date of attendance. Students may interrupt their studies more than once. However, students must complete their programme within the maximum period of registration as described in the [Regulations of Awards Validated by the Open University](#).

Extensions beyond 12 consecutive months are agreed only in exceptional circumstances, with approval from the Open University. Where a student wishes to extend their period of interruption, they will be required to make a written request, but should contact the Admissions & Student Services Manager for advice in the first instance.

It is a student's responsibility to inform the Art Academy that they wish to interrupt their studies. Students are advised to refer to the [Student Terms & Conditions](#) and the [Student Fees, Refund & Compensation Policy](#) for the implications of withdrawal or interruption on their fees.

Interruption does not affect a student's prior academic achievement. An expected return date will always be specified by the Academy. Where the period of interruption is for 12 consecutive months, students will be expected to resume from the same point the following academic year. Where the period of

interruption is less than 12 consecutive months, the student will be advised of any effect on the timeline of progression through the programme (depending on their mode of study and the point at which they are interrupting).

Returning students are not normally permitted to attend part of a term/ module/ sessions that they previously attended prior to interruption. Exceptions will be considered on a case by case basis considering the student's individual circumstances with a view to ensure student success.

1.1.1 Interruption Procedure

A student seeking interruption must request and complete the digital interruption form (link provided at the top of this document) and arrange to meet with the Admissions & Student Services Manager to notify them of the proposed interruption and to discuss the implications of the proposed interruption, what will happen in the lead up to and post their return, and complete the change in registration. Post the meeting (or upon receipt of the completed form, if later), the Academy will acknowledge the approved interruption via email.

If a student does not complete the above process and stops attending, the Art Academy will follow the process outlined in the [Attendance Policy](#).

1.1.2 Return after interruption of studies

The [Fitness to Study procedure](#) must be followed by students returning to the Academy after an interruption of study initiated through the policy.

In all other cases the Admissions & Student Services Manager will contact the student to discuss their return at a suitable juncture prior to their return.

If a student fails to attend the Academy and register on their programme of study within fourteen days of expiry of their approved period of interruption and not stated their intention to apply for an extension, the student will be deemed to have withdrawn permanently from the Art Academy. The Academy will inform the student in writing (via email).

1.2 Withdrawal

Where a student wishes to withdraw from their programme, they should first discuss this with their PAT, Programme Leader or the Admissions & Student Services Manager, who will explore the reason for withdrawal and discuss potential options for continuation of study. Students will be referred to their [Terms & Conditions](#) and the [Student Fees & Refund Policy](#) regarding the financial implications of withdrawal.

Withdrawal can only be authorised once the student has completed the digital form (link provided at the top of this document). The date of withdrawal will be the date of receipt of the completed form. Once received, the Academy will acknowledge completion of the withdrawal process by email.

1.2.1 Transcripts & Exit Awards

Once withdrawal is complete the Student will be issued a final copy of their transcript, detailing their academic achievement. Where the student is eligible for an exit award (having successfully completed

either 120 credits for a Certificate of Higher Education or 240 credits for a Diploma of Higher Education). Exit award will be recommended at the Exam & Progression Board and certificates issued thereafter.

1.2.2 Re Enrolling

Students may apply to re-enrol onto a programme with credit previously achieved, under the [Recognition of Prior Learning Policy](#). Where a student was withdrawn due to non-attendance or performance related issues, it is unlikely that re-enrollment will be permitted. Students withdrawn as a result of the [Student Disciplinary Policy](#) will not be permitted to re-enrol.

If a student wishes to re-enrol, they should contact the Admissions & Student Services Manager in the first instance.

2. Withdrawal and interruption of study (internally awarded programmes)

2.1 Foundation Programme

The process and terms for withdrawal and interruption for students on the Foundation Programme is the same as that as outlined above in sections 1 through to 1.2.

Upon withdrawal, Foundation students will be issued a transcript detailing their academic achievement. There are no exit awards on the Foundation Programme.

A withdrawn student may re-enrol to complete the programme providing they were not withdrawn due to attendance or performance issue or as a result of disciplinary action. If a student wishes to re-enrol, they should contact the Admissions & Student Services Manager in the first instance.

2.2 Certificate Programme

Certificate students may interrupt their studies at any point, for an agreed length of time. Due to the nature of the programme, students can only return at the start of a term, regardless of when their interruption commenced.

Students who wish to interrupt should contact the Admissions & Student Services Manager to discuss in the first instance. Students will be referred to their [Terms & Conditions](#) and the [Student Fees & Refund Policy](#) regarding the financial implications of withdrawal.

If a student wishes to withdraw 1.2 above applies. Upon withdrawal Certificate students will be issued a transcript detailing the Elective Skills Workshop courses completed. There are no exit awards on the Certificate Programme. Students will be referred to their [Terms & Conditions](#) and the [Student Fees, Refund & Compensation Policy](#) regarding the financial implications of withdrawal.

A withdrawn student may re-enrol to complete the programme providing they were not withdrawn due to attendance or performance issue or as a result of disciplinary action. If a student wishes to re-enrol, they should contact the Admissions & Student Services Manager in the first instance.

3. Contacts

Admissions & Student Services Manager: aimee@artacademy.ac.uk

Policies and documents that supplement and reference this document:

Quality Handbook
Student Handbook
Tutor Handbook
Student Disciplinary policy and procedure
Fitness to Study policy and procedure

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