

# Withdrawal and interruption of study Policy and Procedure

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## 1. Withdrawal and interruption of study

A student may withdraw from or interrupt their programme of study at any time prior to the end, subject to approval from the Director of Programmes. Students should be made aware of the financial implications of the proposed withdrawal or interruption and directed to their student contract in regards to this matter.

A student may withdraw from or interrupt their programme of study at any time prior to the end of the period allowed for the completion of a programme by following the withdrawal 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 course
- Personal reasons.

The maximum duration of interruption that will be granted is twelve consecutive months from the last date of attendance. An expected return date will always be specified. Extensions beyond this date are agreed only in exceptional circumstances. It is a student's responsibility to inform the Academy that they wish to withdraw or interrupt their studies. Students are advised to refer to the Student Terms & Conditions for the implications of withdrawal or interruption on their fees.

### 1.2 Withdrawal or Interruption Procedure

A student seeking interruption or withdrawal must complete the withdrawal / interruption Form and arrange to meet with the Academic Quality and Admissions Coordinator to notify them of the proposed withdrawal or interruption and to discuss any financial implications of the proposed withdrawal or interruption and complete the change in registration.

If a student has not completed the above process but, due to verbal notification and/or nonattendance, the Academy believes that the student has withdrawn, a withdrawal form will be completed by the Academy.

### 1.3 Return after interruption of studies

The Fitness to Study procedure must be followed by students returning to the Academy after an interruption of study on grounds of health or wellbeing. In all other cases students should inform the Academic Quality and Admissions Coordinator in writing at least four weeks 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 no written application for an extension has been received, the student will be deemed to have withdrawn permanently from the Academy.

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## **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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