

# Withdrawal Procedure

## 1 SCOPE AND PURPOSE

- 1.1 This procedure must be followed when assessing individual requests from students with regards to withdrawing from their course.
- 1.2 The procedure is applicable to all students enrolled on a University award including students studying at an educational partner (unless otherwise agreed at partner approval).
- 1.3 While this procedure can be followed for apprentices, additional considerations, including liaison with the employer, apply.
- 1.4 The form associated with this procedure must be used by individual students whenever a withdrawal is submitted. The procedure ensures that all individual situations are considered and allows for fair and equitable management of students' circumstances.

## 2 KEY RESPONSIBILITIES

- 2.1 Students: to understand the implications of withdrawing from a course by seeking advice from key staff members, and to submit any request on the Study Break/Withdrawal Form which must be fully completed and signed and, where appropriate, accompanied by independently verified medical or other supporting evidence (an electronic signature is acceptable).
- 2.2 Course Leaders: to assist and support students who may need to withdraw and to consider formal requests in line with University procedure.
- 2.3 Course Administrators: to support students with information requests, and facilitate the completion of the withdrawal forms.
- 2.4 Registry: to communicate withdrawal to students, process withdrawn students through Assessment Boards, process the withdrawal on the Student Record System (SRS) and inform IT to update access to IT systems (where a student has withdrawn, access to the VLE and other IT systems will be discontinued within 30 days following the date of withdrawal). Registry will also inform the UKVI Compliance Manager of the withdrawal of sponsored students.
- 2.5 Under this procedure and associated procedures any University role or officeholder may act through their appointed nominee.

### **3 GENERAL**

- 3.1 Changes to a student's enrolment status, as recorded on the student record system, is reported to various statutory bodies and it is vital that any withdrawal is reflected in an accurate and timely manner.
- 3.2 The information held on the SRS is also used to determine access privileges to physical and electronic facilities and resources. It identifies whether or not a student is entitled to access University premises, to use Library and Learning Services and a variety of other benefits including:
- University IT facilities (including a University email account)
  - Scholarships and bursaries
  - Student loans
  - Council tax exemption
  - Student visa sponsorship
  - Other student schemes, such as travel cards

### **4. STUDENTS CONSIDERING WITHDRAWAL**

- 4.1. Taking the decision to leave a course should not be taken lightly, and the University is committed to supporting students in making a choice that is right for them.
- 4.2. If a student wishes to withdraw from their course, they are encouraged to consult with their Course Leader to discuss their options. For instance, alternative arrangements may be suitable, such as a study break. Students are also encouraged to speak to Student Services and the Students' Union for support and advice.
- 4.3. Sponsored student visa holders must also discuss any intention to withdraw with the UKVI Compliance Manager as this will have implications for their right to stay in the UK.
- 4.4. If, after consultation, a student still wishes to withdraw they should complete and sign the relevant form (electronic signature is acceptable) and return it to Registry.
- 4.5. Any refund due in respect of tuition fees (if applicable) should be calculated as set out in the Student Fees Policy and students can seek advice from Student Finance about this before making a decision. Fee liability is dependent on the last date of academic engagement, for instance attendance at teaching sessions, placement, or completion of a form of assessment.
- 4.6. A letter to confirm withdrawal will be issued to the student by Registry.

### **5. COMPLETION OF WITHDRAWAL FORMS**

- 5.1. It is best practice for a student to complete the study break/withdrawal form. However, in some cases this may not be possible and, in agreement with the Academic Registrar, the withdrawal may be completion on the basis of a written notification to withdraw from the student, which will be recorded and saved on the SRS.
- 5.2. Course Leaders may also complete the form instead of a student if:

- a) A student has provided written consent, or
- b) A student has indicated their intention to withdraw in writing and has ceased attending but has not returned the form within 15 working days.

## 6. ASSESSMENT BOARD

- 6.1 Where a student has withdrawn, an Assessment Board will, at the next available opportunity, consider the student's performance and the credits they have achieved to date and confer the highest award for which the student is eligible. If applicable, the student will be issued with an award certificate following normal procedures.

Version:	2.4
Approved by:	Academic Registrar
Policy Owner	Academic Registrar
Reference /source	Internal, Bournemouth University
Date approved	19 July 2024
Effective from	August 2024
Review date	2025/26 Review period extension approved by ASQC in July 2025
Target	All students
Policy location	Sharepoint, website
Equality analysis	No direct impact. The policy provides for reasonable adjustments to be made, where appropriate, for students with specific protected characteristics under the Equality Act 2010. Monitoring will be undertaken to assess whether there is any differential impact in the handling of cases.