



# Student Further Education (College) Withdrawal Policy

## 1. Student Withdrawal

### 1.1. Definition of Withdrawal

Withdrawal is the permanent cessation of study. It can be effected either by the student or by the University but both types of withdrawal require formal written notification.

### 1.2. Withdrawal from study by the student.

Students are required to formally notify the University of their request to withdraw from their programme. Students are required to contact their Personal Tutor in order to discuss their withdrawal request. Withdrawal requests should be made in writing to your Personal Tutor. The last date of attendance on the programme will be used as the withdrawal date.

### 1.3. Withdrawal from study by the University

The University can withdraw any student due to:

- Failure to attend and engage or to re-enrol when required. (see Code of Practice on Reasonable Diligence)
- Concerns about fitness to study (see Fitness to Study Procedure)
- Exclusion (see the Disciplinary Procedure)
- Non-payment of fees (see Tuition Fees Policy)

In addition, the University can withdraw a Tier 4 student where it suspects the student has broken the conditions of their permission to stay in the United Kingdom. These conditions may be more extensive and detailed especially where this relates to attendance and engagement.

A withdrawn student is not normally eligible to attend teaching sessions or take assessments.

### 1.4. Establishing Date of Withdrawal

The date of withdrawal must be recorded accurately and immediately as this has important implications for the contractual, academic and financial status of both the student and of the University.

A student's date of withdrawal will be the last date of attendance/engagement on the programme of study.

Where a student dies during the course of their studies, the Executive Dean will exercise discretion in reaching a determination on their last day of attendance which will usually then be used as the date for the University's formal record of withdrawal.

## **1.5. Consequences of Withdrawal**

### **1.5.1. Access to buildings, facilities and services**

The University will:

- revoke access to all UCB buildings and facilities
- remove all borrowing rights from the Library
- revoke access to the University's IT network access
- revoke all rights of access to any University accommodation including as a visitor.

### **1.5.2. Special Guidance for Tier 4 students.**

If a Tier 4 student wishes to instigate their own withdrawal, they should seek advice from the International Student Advisors before proceeding, as withdrawal will have visa implications.

If the withdrawal does proceed, the University will report this to United Kingdom Visas & Immigration (UKVI) and the student must make arrangements to leave the UK in line with Home Office guidelines.

If withdrawal is imposed on a Tier 4 student due to non-attendance and/or academic failure, as part of the withdrawal notification, the student must be advised of the subsequent visa implications. The University will notify the UKVI that they are no longer sponsoring the student under Tier 4. The student must make arrangements to leave the UK in line with Home Office guidelines.

### **1.5.3. Financial Implications**

University College Birmingham will notify the Student Loan Company of every student withdrawal where a student is in receipt of an advanced learner loan within 30 days of the last date of interaction with the programme.

See the Calculation of Tuition Fees Policy for Students who Withdraw or take a Leave of Absence for full liability details for all students.

Tier 4 students may be required to provide the University with proof of return flight tickets before any refund can be issued.

## **1.6. Re-admission after withdrawal**

Student withdrawal is a permanent status. If a withdrawn student wishes to recommence study they must re-apply to the programme and will be subject to the University's standard admissions criteria. Any application to re-enrol must be approved by a member of Academic Staff before an offer is made to the applicant.

## **1.7. Reinstatement after withdrawal**

If a student is withdrawn due to University administrative error, the student must be reinstated immediately. In the event that the University fails to implement or enforce its policies and procedures correctly, any student that is affected will not be penalised.

For Tier 4 students, no re-instatement should take place until the advice of the UKVI Compliance Team has been sought as liaison with the Home Office will be required. The stage at which the withdrawal notification is at with the Home Office will determine how the student is further advised. Where a Tier 4 student receives an upheld appeal decision following a withdrawal due to non-attendance and/or an immigration breach, reinstatement is unlikely to be considered.