

Quality Management System

Policy Number

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Policy Title

Higher Education Withdrawal Policy

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Alternative Format Statement

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Higher Education Withdrawal Policy

1.0 Introduction

This policy outlines the process and conditions under which a Higher Education (HE) student enrolled at Bishop Auckland College Group may withdraw from their programme of study, or be withdrawn by the College.

This policy forms part of the HE Student Lifecycle and operates in conjunction with the Higher Education Admissions Policy (POL-HE-01), Higher Education Interruption of Study Policy (POL-HE-09), Fee Policy, Student Protection Plan, Customer Complaints Procedure and Higher Education Academic Appeals Procedure.

The College is committed to ensuring that withdrawal decisions are handled fairly, transparently, consistently, and in compliance with validating partner, funding body and regulatory requirements.

2.0 Scope

This policy applies to all students enrolled on Higher Education programmes delivered by Bishop Auckland College Group, including Higher National qualifications, Foundation Degrees, Honours Degrees (including Top-Up), Postgraduate programmes and Teacher Training qualifications.

3.0 Principles

- Withdrawal decisions must protect academic standards, safeguard student welfare, ensure regulatory compliance and maintain clear audit trails.
- Students must be informed of academic implications, financial implications, student finance consequences and impact on visa status (where applicable).
- Withdrawal will be formally confirmed in writing and recorded through College systems (Pro-Solution and Registry).
- Withdrawal decisions are subject to appropriate oversight and may be appealed in accordance with relevant procedures.

4.0 Categories of Withdrawal

4.1 Voluntary Withdrawal (Student-Initiated)

1. Student submits a written Withdrawal Request Form (HE-WD-01).
2. Programme Leader and, or HE Student Liaison Mentor arranges a withdrawal discussion where possible.
3. Programme Leader forwards form to Director of Curriculum for approval.
4. HE Office logs request and obtains Director of Quality & HE sign-off.
5. Registry processes status change and confirms effective withdrawal date.
6. Written confirmation issued to student.

The effective withdrawal date will normally be the date the student formally notified the College in writing.

4.2 Withdrawal Following Interruption of Study

Where a student fails to return at the agreed date following an approved Interruption of Study and has not requested an extension within permitted timeframes, the College may initiate withdrawal.

7. Written reminder issued 10 working days prior to agreed return date.
8. If no response within 10 working days of return date, Formal Notice of Intention to Withdraw issued.
9. If no engagement within a further 10 working days, withdrawal approved and processed.

4.3 Where a student demonstrates sustained non-engagement, the College may initiate an engagement review process.

10. Stage 1 – Informal contact by programme team.
11. Stage 2 – Formal Engagement Warning issued.
12. Stage 3 – Notice of Intention to Withdraw.
13. Stage 4 – Withdrawal decision approved and processed.

4.4 College-Initiated Withdrawal

- Tuition fees remain unpaid and no agreed payment plan is in place.
- Student fails to secure funding within agreed timeframe.
- Professional suitability requirements are not met.
- DBS clearance is withdrawn (where applicable).
- Fitness to Study process concludes that continued enrolment is not appropriate.

5.0 Financial Implications

- Students are responsible for tuition fees incurred up to and including the effective withdrawal date.
- Withdrawal may result in Student Finance England reassessment.
- Students will be advised to contact Student Finance England prior to confirming withdrawal.
- Registry / Finance will notify relevant funding bodies in line with reporting requirements

6.0 Exit Support

- Referral to Student Progression Team for CEIAG where appropriate.
- Provision of transcript of achievement where eligible.
- Information regarding re-application routes.

7.0 Appeals

Students may appeal a withdrawal decision under the Higher Education Academic Appeals Procedure within 10 working days of the withdrawal confirmation letter.

8.0 Responsibilities

- Student – Submit written withdrawal request and engage with College communications.
- Programme Leader / HE Student Liaison Mentor – Conduct withdrawal discussion and ensure documentation completed.
- Director of Curriculum – Review and approve recommendation.
- HE Office – Log withdrawal and issue written confirmation.
- Director of Quality & HE, or Designate – Approve final withdrawal decisions.
- Registry – Process enrolment status change and notify funding bodies.

9.0 Monitoring and Review

The College will monitor withdrawal rates, timing and reasons annually through the HE Academic Board to inform quality enhancement and student protection planning.

This policy will be reviewed every two years or sooner if required.

Contact Information

For questions or feedback regarding this procedure, please contact:

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