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Revisions	

Withdrawal from Studies Policy

Section 1 - Introduction

Purpose

(1) To provide a framework by which a registered student can withdraw from a programme and the College can withdraw a registered student from their programme.

Scope

To whom does the policy apply?

(2) This policy applies to all registered students and all Staff and Faculty who are involved in withdrawing a student from a programme of study.

In what situations does the policy apply?

(3) This policy applies where a student seeks to voluntarily withdraw from a programme.

(4) This policy applies where there is a College recommendation based on the criteria specified, made to the Registrar or Head of School, that a student be withdrawn from a programme.

Who is responsible for implementing the policy?

(5) The withdrawal of a student from their programme is the responsibility of the Registrar, or their nominee, on recommendation from the College.

Definitions and Criteria

(6) Withdrawal - This is where a student ceases study on a programme after the end of the 'cooling-off' (change-of mind) period and before completion of the programme.

There are two types of withdrawal, student-initiated where a student requests to permanently terminate their studies, or a College-initiated withdrawal.

(7) The criteria for College-initiated withdrawal are as follows:

a. Non-Engagement - Students who cease to attend or engage with their programme of studies for a period of four weeks may be deemed to have withdrawn from the programme, i.e. they have passively withdrawn through non-engagement. Non-engagement can be further defined as not meeting the minimum expected points of engagement for a programme, e.g. attendance at synchronous and/or non-synchronous lectures, tutorials, or accessing online content or material.

b. Non-payment of fees – Students who fail to comply with the terms and conditions of their programme offer, and do not make the required payments to remain in good financial standing with the College. Where appropriate, and at the discretion of the

Registrar or Head of School withdrawal may be subject to review if their financial standing is suitably addressed by the student.

Section 2 - Context

Legal and Regulatory Context

Quality Assurance Guidelines

(8) This policy is designed with regard to both the European Standards and Guidelines and QQI's Core Statutory Quality Assurance Guidelines requirement that the College has and implements a policy for all stages of the student journey.

Access, Transfer and Progression

(9) This policy should be read in conjunction with the College's Access, Transfer and Progression Policy as it forms part of the College's response to the QQI Policy Restatement: Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education and Training.

Protection of Enrolled Learners (PEL)

(10) This policy is set within the context of providing information to prospective learners and is designed with regard to QQI's protocols for compliance with legal requirements for Protection of Enrolled Learners (PEL): Protocols for the Implementation of Part 6 of the 2012 Act Guidelines for Providers.

Section 3 - Policy Statements

Principles for Withdrawing Students

Fairness and Transparency

(11) This policy is based on the principles of fairness and transparency. the College ensures that all students are fully informed of the nature of the programme, College Policies and Procedures, programme-specific rules, any other rules and regulations, and terms and conditions to support students in their studies and in making decisions about their studies.

Clear Information

(12) The College provides clear and accessible information about its policies and procedures and the criteria for and consequences of withdrawal.

Access, Transfer and Progression

(13) Students are given full ECTS credit for all academic achievement in respect of modules undertaken and facilitated in transferring to or progressing to other

programmes where appropriate as facilitated by under the Access, Transfer and Progression policy (Policy #).

Written Decisions and Communications

(14) Students shall receive information on options available to them and dates of required responses in writing both via email and post.

Part A - Principles for Student-Initiated Withdrawals

Formal Notification

(15) Students must formally notify the Registrar or Head of School in writing should they wish to withdraw from study.

Confirmation

(16) Students are entitled to formal written confirmation, from the Registrar or their nominee, of their withdrawal.

Rights and Entitlements

(17) Students that withdraw lose all of the rights and entitlements of registered students of IICP, including access to any and all services the College provides.

(18) Students withdrawing, after the cooling off period has concluded, from the College are not entitled to refunds of fees paid.

Part B - Principles for College-Initiated Withdrawals

Formal Notification

(19) Students are entitled to formal notification from the Registrar, or their nominee, of their withdrawal and the reason for it.

Rights and Entitlements

(20) Students that are withdrawn lose all of the rights and entitlements of registered students of IICP, including access to any and all services the College provides.

(21) Students that have been withdrawn from the College are not entitled to refunds of fees paid.

Right of Appeal

(23) College decisions are subject to appeal within five working days of notification of withdrawal to the student under the Appeals Policy.