

<b>Document Name and Version</b>	<b>4.2b Student Initiated Withdrawals Procedure</b>
<b>Policy Number</b>	4.2b
<b>Policies that Interact with Policy 4.2</b>	<p>Procedure 4.2a Withdrawal from Studies Policy</p> <p>Procedure 4.2c College Initiated Withdrawals Procedure</p> <p>Policy 4.1 Policy and Procedure for Programme Deferral</p> <p>Policy 4.3 Fees Policy</p> <p>Policy 5.2 Assessment Regulations</p>
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<b>Revisions</b>	

## **Student Initiated Withdrawals Procedure**

### **Section 1 - Introduction**

#### **Purpose and Parent Policy**

(1) This procedure outlines the steps to be undertaken by the College, where a student seeks to voluntarily withdraw from a programme, under the Withdrawal from Studies Policy (Policy #).

#### **Responsibilities**

##### **Student Responsibilities**

(2) Students are responsible for familiarising themselves with the policies, procedures and regulations for their programme.

(3) Students are also responsible for all consequences of withdrawal.

##### **College Responsibilities**

(4) The Registrar, or their nominee, has overall responsibility for the implementation of the procedure for withdrawals in consultation with the Programme Director/Leader, or nominee, and with the support of the Student Support Officer and/or the Assessment and Awards Manager, as required.

### **Section 2 - Procedure**

#### **Part A - Processing the Student Initiated Withdrawals Procedure**

##### **Notification**

(5) The student notifies the Assessment and Awards Manager overseen by the Department of the Registrar, on behalf of the College, in writing of their intention to withdraw. This notification must include a proposed date of withdrawal from studies in their communication to the College.

##### **Confirmation**

(6) The Registrar, or nominee, acknowledges the student's notification in writing, noting the:

- a. Student's intention to withdraw.
- b. Date by which the withdrawal will come into effect this is normally five working days after notification to the College.
- c. Student's entitlement to full credit for all academic achievement in respect of any completed modules, or in respect of any modules where pending a decision of the Board of Examiners is pending.

- d. Consequences of withdrawal in respect of access to services or facilities or any rights and entitlements.

(7) Where a student voluntarily withdraws from their programme, they are not entitled to a refund of any fees paid.

### **Change of Mind**

(8) Unless the student contacts the College before the withdrawal date indicated in their initial notification comes into effect to indicate a change of mind, the College proceeds to withdraw the student.

### **Withdrawal**

(9) The Assessment and Awards Manager, overseen by the Department of The Registrar, acts to withdraws the student from their programme, revoking all access rights and entitlements to the programme and College services.

(10) The Registrar, or nominee, notifies all relevant College departments of the student's withdrawal.