

Document Name and Version	4.2c College Initiated Withdrawals Procedure
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Policies that Interact with Policy 4.2	<p>Procedure 4.2a Withdrawal from Studies Policy</p> <p>Procedure 4.2b Student 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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Revisions	

College Initiated Withdrawals Due to Non-Engagement Procedure

Section 1 - Section 1 - Introduction

Purpose and Parent Policy

(1) The procedure outlines the steps by which the College may deem a student withdrawn from their programme, under the Withdrawal from Studies Policy (Policy #).

Responsibilities

Student Responsibilities

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

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

College Responsibilities

(4) The Registrar, or their nominee, has responsibility for implementing the procedure for withdrawals in consultation with the Programme Director/Leader and with the input of the Student Support Officer as required.

(5) The Registrar, or their nominee, has responsibility for communicating to the College decision to withdraw the student from their programme.

Section 2 - Procedure

Procedure for Withdrawing a Student for Non-Engagement

Non-Engagement

(6) Where a student is not engaging with their programme under the Withdrawal from Studies Policy, this is brought to the attention of the Programme Director/Leader, or nominee.

(7) The Programme Director/Leader or nominee, in consultation with their Programme Academics and Programme Staff and other College departments as appropriate, uses all reasonable means to attempt to contact the student to notify them that they are being considered for withdrawal due to non-engagement, requesting a response within five working days with evidence excusing non-engagement.

Response providing Evidence Excusing Non-Engagement

(8) Where the student responds with verifiable evidence excusing their non-engagement, the Programme Director/Leader or nominee determines if they have a valid reason for non-engagement, such as unexpected factors, circumstances, or

emergencies that have arisen that have a material effect on a student's ability to engage with their programme.

(9) The evidence must explain the reason the student was unable to contact the College to inform them of the relevant circumstances and not simply state the fact of the circumstances.

Acceptance of Evidence Excusing Non-Engagement

(10) Where the Programme Director/Leader, or nominee, accepts the evidence excusing non-engagement:

- a. The Programme Director/Leader, or nominee, invites the student to a meeting to arrange for the student to re-engage with the programme within the framework of the programme's rules and regulations.
- b. The student must accept responsibility for compliance with any arrangements permitting them to continue with the programme and for any related consequence. This includes but is not limited to transfer to another cohort or stage, repeating a module or stage or placement, any associated fee implications, or any matters of immigration visa compliance.

Non-Acceptance of Evidence Excusing Non-Engagement

(11) Where the Programme Director/Leader, or nominee, does not accept the evidence excusing non-engagement, the student is notified of this decision in writing, noting the right to appeal, within five working days, the decision under the relevant appeals procedure.

(12) Upon expiration of the appeal timeframe, the Programme Director/Leader, or nominee, notifies the Registrar of the recommendation to withdraw a student for nonengagement and the rationale for it including:

- a. Decision which led to the recommendation to withdraw.
- b. Date by which the withdrawal will come into effect (normally five working days after notification by the College).
- c. Consequences of withdrawal in respect of rights and entitlements.

Notification of Confirmation to Withdraw

(13) The Registrar, or nominee, communicates the recommendation in writing to the student, noting the:

- a. Intention to withdraw the student.
- b. Decision which led to the recommendation to withdraw.

c. Date by which the withdrawal will come into effect (normally five working days after notification by the College).

d. Consequences of withdrawal in respect of rights and entitlements.

e. Fact that the student is entitled to credit for any completed modules, pending a decision of the Board of Examiners.

No Response

(14) Where the student fails to respond within the allotted timeframe as per (7), the Programme Director/Leader, or nominee, recommends to the Registrar in writing that the student be withdrawn from the programme, as per this procedure.

Withdrawal

(15) The Registrar, or nominee, withdraws the student from their programme, revoking all access rights and entitlements to the programmes and services of the College.

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

Right of Appeal

(17) The student may appeal the decision, as laid out in the Appeals Policy.