



Cornwall College

Higher Education Withdrawing and Suspending Studies Procedure (prescribed programmes only)

2020-2021

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1	26 May 2015	Jess Hutchings		Initial Creation
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3	11 April 19	Amanda Crowle		Dates updated
4	19 Sept 2019	Amanda Crowle/Debbie Toseland	Replaced fee refund with fees payable.	Fees payable table condensed and dates revised.
5	11 Sept 2020	Ruth Allen	Structural Updates	

Higher Education Withdrawing and Suspending Studies Procedure

1. Purpose

- 1.1 To ensure that students **enrolled** on Office for Students designated programmes receive appropriate support prior to being withdrawn or suspended.
- 1.2 To ensure that the fees payable by Higher Education (HE) students comply with the rates approved by the Corporation Board and guidance from the Student Loan Company.
- 1.3 To notify the relevant HE institutions and other interested parties.

2. Applies to

- 2.1 All students who are enrolled on an Office for Students designated programme who:
 - a. Have withdrawn from or have been required to leave their programme. ***Note that students are classed as early leavers if they have been absent for 28 consecutive days (4 weeks). After this, the College may decide that they have left the programme and withdraw the student with the relevant HEI.***
 - b. Wish to suspend studies on their programme.
 - c. Wish to transfer to another Institution (Please note: students wishing to transfer to another HE programme at Cornwall College are covered in the HE Transferring Studies Procedure).

3. Responsibility

3.1 Programme Manager (PM):

- a. Contacting absent students to confirm their intention to study.
- b. Completing the HE Student Suspending Study Form (paper), or HE Student Withdrawal Form (electronic).

3.2 Registry

- a. Indicating the 'Fees Payable' on the relevant form.
- b. Keying the suspension or withdrawal onto ProSolution.
- c. Requesting the return of the students ID card.

3.3 **Finance:** for contacting the student and arranging the refund (where applicable) or payment of programme fees.

3.4 **Finance:** for informing the Student Loans Company of the student withdrawal or suspension.

3.5 **Higher Education Operations:** for notifying the Awarding Body of the withdrawal or suspension.

4. **Principles of Withdrawing and Suspending Studies**

A student who has withdrawn from a programme and subsequently wishes to re-join the programme will be required to re-apply to the College.

Students who suspend or withdraw from a programme within the appropriate deadline will not be allowed to commence another module in the same term.

Students may suspend or withdraw from a programme at any point during the academic year. Where a student does so, they will be awarded credit for any modules successfully completed prior to the date of withdrawal, but will not be permitted to complete any module assessment after the date of suspension/withdrawal.

A student may agree with the PM to suspend studies rather than withdraw from the programme. In this case the date for resumption must be agreed when the suspension is agreed.

A student who does not resume studies by the agreed date of return will be contacted by the PM and may be suspended for a further year.

The students actual end date is their date of last attendance. Where the student is attending college, Registry should check this date on ProSolution. Where the student does not attend college, the 'Recording Learner Attendance Procedure' should be followed. This outlines the attendance documentation that must be kept for students studying via distance or open learning. Registry should check the date of last contact with the PM.

5. **Processes and Documentation**

5.1 Students who wish to suspend or withdraw from a programme must notify the PM in writing by the following deadlines:

- a. Term Long Modules: Deadline for notification is the end of the fourth week of the modules teaching schedule.
- b. Year Long Modules: Deadline for notification is the end of the first term.

A student who does not meet the appropriate deadline, and subsequently does not complete the module within that academic year, will be deemed to have failed the module.

5.2 When a PM receives notification of the student's intention to suspend or withdraw from their programme, they must accurately process the transfer or withdrawal through the system.

5.3 If a part time student needs to reduce the amount of credits they are studying in a particular year, due to personal circumstances, they may do so provided:

- a. They submit the HE Module Suspension Form within the deadlines specified on the form. If the student misses the deadline, and subsequently does not achieve the module, they may be deemed to have failed the module.
 - b. They are still able to complete the programme by their expected end date.
- 5.4 Registry must key the suspension or withdrawal onto ProSolution and complete the 'Fees Payable' section on the HE Student Suspending Study Form, or HE Student Withdrawal Form. Please refer to Annex 1 before deciding on the Fees Payable. Once the 'Fees Payable' has been completed, a copy of the form should be sent to HE Operations and Finance.
 - 5.5 HE Operations must notify the Awarding Body of the change of circumstance.
 - 5.6 If a Student informs Student Finance England of their withdrawal or suspension directly, Student Finance England will contact the Finance.
 - 5.7 Finance will be required to key details, including Fees Payable, directly onto the Student Loans Company portal.
 - 5.8 Finance must contact the student to arrange a refund of paid programme fees, or to arrange the payment of the 'Fees Payable' as indicated on the suspension or withdrawal form.

6. Related Documents and Data

HE Student Suspending Study Form

HE Module Suspension Form

Fee Amendments for Withdrawing and Suspending Students (Annex 1)

ANNEX 1

Fee Amendments for Withdrawing and Suspending Students in 2020-2021

Withdrawing and Suspending Studies

1. Learners that withdraw from a programme and begin a new programme on or after 1 September 2020 will be deemed to be a new learner and will adopt the new fee for the academic year in which the learner commences study.

The College will operate the following fee payable policy for undergraduate or postgraduate taught learners who withdraw or suspend their studies:

Withdrawal / Suspension Date	Fees Payable
New learners who are enrolling onto the first year of their programme, who withdraw or suspend between 14 th September 2020 and 30 th September 2020. This also applies to learners who are resuming studies with extenuating circumstances, who withdraw or suspend between 14 th September 2020 and 30 th September 2020	No Charge
New Learners who are enrolling onto the first year of their programme, who withdraw or suspend between 1 st October 2020 and 11 th December 2020	25% of annual tuition fee is payable
All Learners who are continuing study, repeating their studies or resuming studies, who withdraw or suspend between 14 th September 2020 and 11 th December 2020	25% of annual tuition fee is payable
All Learners who withdraw or suspend between 5 th January 2021 and 1 st April 2021	50% of annual tuition fee is payable
All Learners who withdraw or suspend between 19 th April 2021 to end of 2020/21 academic year	100% of annual tuition fee is payable

Learners who suspend study due to valid extenuating circumstances will be liable for the suspension fees above but the fee they pay when they resume studies will take into account these charges. Please see the *Resuming Studies* section for more details.