



Cornwall College

Higher Education Withdrawing and Suspending Studies Procedure

2024-2025

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| Created by | Debbie Toseland/Amanda Crowle: HE Admissions Manager/HE Registry Quality Data Lead, HE Operations |
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| 1 | 26 May 2015 | Jess Hutchings | | Initial Creation |
| 2 | 07 Feb 2018 | Debbie Toseland | | Initial Creation |
| 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 | |
| 6 | 2 October 2024 | Amanda Crowle Aldene Button | | General updates to wording and dates. |

Higher Education Withdrawing and Suspending Studies Procedure

1. Purpose

- 1.1 To ensure that students **enrolled** on programmes designated as HE Franchised in and HE OfS (Office for Students) receive appropriate support prior to being withdrawn or suspended.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 as agreed within the Access and Participation Plan and approved by the Corporation Board and guidance from the Student Loan Company.
- 1.3 To notify the relevant HE institutions.

2. Applies to

- 2.1 All students who are enrolled on programmes designated as HE Franchised in and HE OfS (Office for Students):
 - a. Have withdrawn from or have been required to leave their programme.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); with no evidence of any forms of programme engagement (liaison with lecturing staff or use of VLE). After this and in association with both the Study and Wellbeing and HE Teaching & Learning Policies; the College may decide to withdraw the student on grounds of continued and sustained non-engagement in their programme.***
 - b. Wish to suspend studies on their programme.

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).
- c. Requesting the return of the student ID card.

3.2 Registry

- a. Keying the suspension or withdrawal onto ProSolution.

3.3 Finance

- a. For contacting the student and arranging the refund (where applicable) or payment of programme fees.
- b. For informing the Student Loans Company of the student withdrawal or suspension.

3.4 Higher Education Operations:

- a. Indicating the “Fees Payable” on the relevant Form
- b. 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 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 Programme Manager to suspend studies rather than withdraw from the programme. In this case, the date for the resumption of studies must be agreed when the suspension is agreed. Students should be made aware of the impact suspension of studies will have on their period of registration on a programme.

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

The students actual end date is their last date of 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 Programme Manager.

5. Processes and Documentation

5.1 Students who wish to suspend or withdraw from a programme must notify the Programme Manager 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 Programme Manager receives notification of the student's intention to suspend or withdraw from their programme, they must accurately process the suspension or withdrawal through the system.
- 5.3 HE Operations will complete the "Fees Payable" section; which will then be keyed into ProSolutions by Registry. Reference to Annex 1 will need to be considered when calculating the fees as well as the module attempt (if appropriate)
- 5.4 Registry must key the suspension or withdrawal onto ProSolution
- 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 Department.
- 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 (paper)
HE Student Withdrawal Form (Electronic)
Fees Policy
Study and Wellbeing
HE Teaching & Learning Policy

ANNEX 1

Fee Amendments for Withdrawing and Suspending Students in 2024-2025

Withdrawing and Suspending Studies

1. Learners that withdraw from a programme and begin a new programme on or after 1 September 2024 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 and 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 16th September 2024 and 30th September 2024 . This also applies to learners who are resuming studies with extenuating circumstances, who withdraw or suspend between 16th September 2024 and 30th September 2024 | No Charge |
| New Learners who are enrolling onto the first year of their programme, who withdraw or suspend between 4th October 2024 and 19th December 2024 | 25% of annual tuition fee is payable |
| All Learners who are continuing study, repeating their studies or resuming studies, who withdraw or suspend between 16th September 2024 and 12th December 2024 | 25% of annual tuition fee is payable |
| All Learners who withdraw or suspend between 3rd January 2025 and 4th April 2025 | 50% of annual tuition fee is payable |
| All Learners who withdraw or suspend between 22nd April 2025 – 6th June 2025 (end of the academic year for 2024-2025) | 100% of annual tuition fee is payable |

Learners who suspend study and have valid extenuating circumstances will be liable for the suspension fees as noted above (depending on when the date of suspension takes place), but the fee they pay when they resume studies will take into account these charges. Please see the *Resuming Studies* section for more details.