



UNIVERSITY COLLEGE BIRMINGHAM

ACCREDITED BY THE UNIVERSITY OF WARWICK

Student Higher Education Withdrawal Policy

1. Student Withdrawal

1.1. Definition of Withdrawal

Withdrawal is the permanent cessation of study. It can be effected either by the student or by the University but both types of withdrawal require formal written notification.

1.2. Withdrawal from study by the student.

Students are required to formally notify the University of their request to withdraw from their programme. Students are required to contact their Programme Leader in order to discuss their withdrawal request. Withdrawal requests should be made in writing to your Programme Leader or Year Manager. At this stage, the date they confirmed their wish to withdraw will be considered the last date of attendance.

1.3. Withdrawal from study by the University

The University can withdraw any student due to:

- Academic failure in an assessment (see Academic Regulations)
- Exceeding an agreed period of interruption (see separate Code of practice on Leave of Absence)
- Failure to attend and engage or to re-enrol when required. (see Code of Practice on Reasonable Diligence)
- Concerns about fitness to study (see Fitness to Study Procedure)
- Concerns about Fitness to Practice (See relevant Code of Conduct for Fitness to Practice)
- Exclusion (see the Disciplinary Procedure)
- Non-payment of fees (see Tuition Fees Policy)

In addition, the University can withdraw a Tier 4 student where it suspects the student has broken the conditions of their permission to stay in the United Kingdom. These conditions may be more extensive and detailed especially where this relates to attendance and engagement.

A withdrawn student is not normally eligible to attend teaching sessions or take assessments. However, if the student has submitted a formal academic appeal against the decision of an

Examination Board to the Assessment Appeal Committee and if the Assessment Appeal Committee confirm that there is a prima facie case for consideration of the appeal then the student may be permitted to continue to study (see Academic Queries and Appeals Procedure). During this period the withdrawal remains in effect but is “stayed” pending the outcome of the appeal. There may be some restrictions placed on access to facilities or premises if this is deemed appropriate and necessary.

If the academic appeal is not upheld, then the effective day of withdrawal is considered to be the original date of notification of withdrawal. Any assessments taken during the “stayed” period will not be processed or considered by an Examination Board nor will they form part of a transcript or count towards any exit award.

Assessments submitted prior to withdrawal will be considered by an Examination Board to confirm credits or an exit award according to the standard assessment regulations.

1.4. Establishing Date of Withdrawal

The date of withdrawal must be recorded accurately and immediately as this has important implications for the contractual, academic and financial status of both the student and of the University.

Where withdrawal is instigated by the student, the date of withdrawal will be the date formal notification of withdrawal is received by the University.

If withdrawal is imposed by the University due to academic failure, the date of withdrawal will be the date of the meeting of the Examination Board at which the assessment failure is confirmed.

Where a student is withdrawn due to non-attendance or non-engagement and has not taken any steps to contact the University, the University will formally communicate to the student that they have been withdrawn and the date of this communication will be the date of withdrawal.

If any student formally notifies the University of their withdrawal between enrolment years, the date of withdrawal will be the date the formal notification of withdrawal is received by the University.

If any a student fails to re-enrol, the date of withdrawal will be considered to be the final day of the previous enrolment year.

Where a student dies during the course of their studies, Executive Dean will exercise discretion in reaching a determination on their last day of attendance which will usually then be used as the date for the University’s formal record of withdrawal.

1.5. Consequences of Withdrawal

1.5.1. Access to buildings, facilities, and services

The University will:

- revoke access to all UCB buildings and facilities
- remove all borrowing rights from the Library
- revoke access to the University’s IT network access
- revoke all rights of access to any University accommodation including as a visitor.

1.5.2. Special Guidance for Tier 4 students.

If a Tier 4 student wishes to instigate their own withdrawal, they should seek advice from the International Student Advisors before proceeding, as withdrawal will have visa implications.

If the withdrawal does proceed, the University will report this to United Kingdom Visas & Immigration (UKVI) and the student must make arrangements to leave the UK in line with Home Office guidelines.

If withdrawal is imposed on a Tier 4 student due to non-attendance and/or academic failure, as part of the withdrawal notification, the student must be advised of the subsequent visa implications. The University will notify the UKVI that they are no longer sponsoring the student under Tier 4. The student must make arrangements to leave the UK in line with Home Office guidelines.

1.5.3. Financial Implications

University College Birmingham will notify the Student Loan Company of every student withdrawal where a student is in receipt of support within 60 days of the last date of interaction with the programme.

See the Calculation of Tuition Fees Policy for Students who Withdraw or take a Leave of Absence for full liability details for all students.

If a student is in receipt of a bursary or a scholarship or a fee waiver, and is then withdrawn, the student will lose the entire value of any University bursary or scholarship or fee waiver, irrespective of the withdrawal date. Any unspent Kickstart funds will be removed from the account and will no longer be available.

Tier 4 students may be required to provide the University with proof of return flight tickets before any refund can be issued.

1.6. Re-admission after withdrawal

Student withdrawal is a permanent status. If a withdrawn student wishes to recommence study they must re-apply to the programme and will be subject to the University's standard admissions criteria. Any application to re-enrol must be approved by a member of Academic Staff before an offer is made to the applicant.

1.7. Reinstatement after withdrawal

Where a student receives an upheld appeal decision following a withdrawal due to academic failure, the student must be reinstated. The student should re-enrol to commence studies at the next available opportunity (i.e. following semester or enrolment year).

If a student is withdrawn due to University administrative error, the student must be reinstated immediately. In the event that the University fails to implement or enforce its policies and procedures correctly, any student that is affected will not be penalised.

For Tier 4 students, no re-instatement should take place until the advice of the UKVI Compliance Team has been sought as liaison with the Home Office will be required. The stage at which the withdrawal notification is at with the Home Office will determine how the student is further advised. Where a Tier 4 student receives an upheld appeal decision following a withdrawal due to non-attendance and/or an immigration breach, reinstatement is unlikely to be considered.