

# Student Withdrawal Policy



## 1. Scope and Purpose

1.1 This policy sets out for all registered Bath Spa University (BSU) students the basis upon which your registration with the University can be withdrawn.

Withdrawal is a permanent status and means that you:

- Have left the University and are no longer studying on your programme
- Do not have access to the University provided accommodation and partner accommodation, services or facilities
- Do not have access to BSU Students' Union and its facilities and services
- Cannot claim to be a member of the University or BSU Students' Union unless you become an associate member, see <https://bathspasu.co.uk/your-union/membership> for further information
- Do not hold student status unless you are registered on another Higher Education programme at BSU or at another Higher Education institution
- Lose financial benefits associated with student status such as Council Tax exemption
- Will be contacted by the Home Office regarding your residency in the UK, as BSU will withdraw sponsorship for your visa

1.2 Student withdrawal is different to being on a Study Break where you take some time out from your studies for a period agreed with the University. The [Study Break Policy](#) provides more information.

1.3 The University operates the Student Withdrawals Policy to provide students with information about:

- Circumstances in which the University may withdraw you from the University
- Support that is available to you if you are thinking about withdrawing from the University, including support from the [SU Advice Centre](#) where applicable
- Actions you should take if you decide to withdraw from the University
- Actions the University will take if you decide to withdraw from the University, or if the University decides to withdraw you from the University

1.4 This policy applies to all students studying at BSU, including at our London campus. The policy also applies to students studying at partner institutions.

1.5 This policy operates in accordance with the Equality Act 2010.

## 2. Circumstances in which the University may withdraw you from the University

2.1 Upon accepting an offer, the University anticipates that you will complete your studies and achieve your award. However, there are specific circumstances in which the University may need to terminate your offer and withdraw you from the University. This could either be before you complete your registration and enrolment with the University, or after your registration is completed, once you are studying on your course. The University will only decide to withdraw you where there is clear evidence and good reason, and this will be shared with you in full.

2.2 The [Terms and Conditions of Study](#) provide information on the contractual rights you have to withdraw from your studies, as well as the circumstances in which the University may withdraw you.

2.3 Examples of the circumstances in which the University may withdraw you, and links to relevant policies governing these circumstances are as follows:

| Circumstance                                                                                                                                                                                                                                                                                                                      | More information                                           |
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| Information that you provided as part of your application is found to be fraudulent and/or you engage in major misconduct before starting your studies                                                                                                                                                                            | <a href="#">Admissions Policy</a>                          |
| You have not declared a relevant and unspent criminal conviction as part of your application to the University or that has occurred during your studies. This also applies to <i>any</i> criminal conviction if you are studying on a course exempt from the rehabilitation of offenders act 1974.                                | <a href="#">Declaration of Criminal Convictions Policy</a> |
| You have either declared a relevant and unspent criminal conviction or completed a Disclosure and Barring Service (DBS) check that disclosed a conviction and have not been cleared to proceed by the Criminal Convictions Panel following assessment of your case. This may in some circumstances be because you cannot meet the | <a href="#">Declaration of Criminal Convictions Policy</a> |

| <b>Circumstance</b>                                                                                                                                                                                                                   | <b>More information</b>                                                                             |
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| professional requirements of the programme.                                                                                                                                                                                           |                                                                                                     |
| The University is closing your programme and is unable to complete the 'teaching out' of this; we are unable to provide services due to external circumstances beyond our control                                                     | <a href="#">Student Protection Plan</a><br><a href="#">Suspension and Discontinuation Procedure</a> |
| You do not make payment to the University for tuition fees                                                                                                                                                                            | <a href="#">Debt Management Policy</a>                                                              |
| You do not meet the Home Office requirements as a sponsored international student for visa purposes. This may include instances where your study status is not supported by Home Office regulations, for example taking a study break | <a href="#">BSU Student Terms and Conditions of Study</a>                                           |
| You have not met the necessary attendance requirements                                                                                                                                                                                | <a href="#">Student Attendance and Engagement Policy</a>                                            |
| The Central Assessment Board has agreed that you have not met the academic requirements of your programme and therefore you have been excluded from your course.                                                                      | <a href="#">Academic Regulations</a>                                                                |
| A case of major academic misconduct against you is upheld and its serious nature means that the University must withdraw you from your studies                                                                                        | <a href="#">Academic Integrity Policy and Misconduct Procedure</a>                                  |
| A case of other major misconduct against you is upheld and its serious nature means that the University must withdraw you from your studies                                                                                           | <a href="#">Student Disciplinary Procedure</a>                                                      |
| You do not meet the required professional or regulatory standards to continue studying on your programme                                                                                                                              | <a href="#">Fitness to Study</a><br><a href="#">Fitness to Practice</a>                             |
| There are significant and serious concerns about your capacity to engage with and manage your studies and/or student life because of ill health or disability.                                                                        | <a href="#">Fitness to Study Procedure</a> and<br><a href="#">Fitness to Train to Teach</a>         |

- 2.4 In the tragic situation where a registered student studying with the University dies, the Academic Registrar will exercise their discretion in determining the student's last day of attendance and this will be recorded on the student record system. The University will manage all other matters in line with the Protocol for the Death or Serious Injury of a Student and the Academic Regulations, including the potential of making an aegrotat award.

### 3. If you are thinking about withdrawing from the University

- 3.1 The University recognises that there are circumstances in which you may think about permanently withdrawing from your studies. These include challenges with studying, finances, accommodation, wellbeing, or personal commitments. You may also decide that the course is not right for you.
- 3.2 You have other rights of withdrawal under the contractual terms and conditions of study – specifically in Clauses 13.5.
- 3.3 Choosing to withdraw from your studies is a major decision. The University will provide a supportive and impartial environment for you if you are considering withdrawing from your studies and staff are here to help you make an informed decision, whatever you then choose to do. Each student's circumstances are different, and the University is committed to working with you to consider if withdrawal is your only option or if there is an alternative solution, such as a Study Break, getting some extra support, changing courses at BSU or transferring to another institution. The University will also support you to ensure that you are made aware of any implications of withdrawal in respect of future funding, ongoing study, or professional accreditation.
- 3.3 If you have any thoughts about withdrawing from your studies – including where these thoughts are in their very early stages – we strongly advise you to talk to a member of staff. People you can talk to include:
- Your Academic Advisor or appropriate supervisor
  - Student Wellbeing Services
  - Student Information team, or
  - Staff in the Students' Union Advice Centre: The SU Advice Centre can support you in talking through your circumstances, explaining the procedure, and signposting you to the correct lead department. The actual processing of your request is undertaken by the University.
- 3.4 We also strongly advise you to work through the following points. The Student Information team can provide guidance on all these matters.

| Topic                                           | Matters to work through                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If you are studying in the UK on a student visa | Your student route visa will be curtailed by the UK Home Office and you will not be permitted to remain resident in the UK so you will need to work out your plans to leave the UK. All students on a student route visa are advised to speak to the Immigration Advice team at the University, before submitting their request to withdraw. |

| Topic                                                                                                                                                    | Matters to work through                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| If you are receiving financial support from Student Finance England (i.e. a Student Loan) or from similar bodies in Scotland, Wales and Northern Ireland | The University is obliged to inform Student Loans Company of your withdrawal. You will no longer receive financial support and this means that you will need to have alternative ways of supporting yourself financially. Student finance may contact you regarding your Maintenance Loan and any possible repayment needed.                                                                                                                                                                                                                                                     |
| Other sources of financial support                                                                                                                       | If you receive other forms of financial support (e.g. bursaries, other loans), these will likely stop if you are no longer a student and/or you may be obliged to repay some monies                                                                                                                                                                                                                                                                                                                                                                                              |
| Tuition Fees                                                                                                                                             | The <a href="#">Student Terms and Conditions</a> and <a href="#">Tuition Fee Policy</a> set out the fees that you owe the University at specific parts in the academic year. The Fees Team will advise you on the amount of tuition fee for which you are liable.                                                                                                                                                                                                                                                                                                                |
| Accommodation                                                                                                                                            | As per your accommodation contract you will no longer be able to live in University provided student accommodation or partner accommodation, so you will need to make alternative plans. If you are currently renting accommodation from a private landlord, you should check your tenancy agreement about notice periods (if you are planning on moving out) and any matters relating to your student status. If you plan to stay in your private accommodation, you will need to inform your landlord that you are no longer a student in relation to your council tax status. |
| Budgeting and covering your costs                                                                                                                        | You will need to consider how your finances and budgeting will work if you have been dependent on a Student Loan or other forms of financial support that will stop if you withdraw. Additionally, as you will no longer have student status, you will not be eligible for financial exemptions such as Council Tax or student discounts on services and goods.                                                                                                                                                                                                                  |
| Dependents or family                                                                                                                                     | If you have family members who are dependent on their UK residency through your student route visa, you will need to think through the wider implications of your withdrawal on them, including your return to your home country.                                                                                                                                                                                                                                                                                                                                                |
| Mental health and wellbeing support                                                                                                                      | You will not be able to access mental health or wellbeing support via University in-house services so you will need to ensure that you have access to other public services.                                                                                                                                                                                                                                                                                                                                                                                                     |
| Professional Accreditation                                                                                                                               | You may need to consider the implications of withdrawal if your course is professionally accredited, including whether any exit (or compensatory) award or qualification will provide you with professional accreditation or recognition.                                                                                                                                                                                                                                                                                                                                        |

| Topic | Matters to work through                                                                                                                                                                                                                                                                                                                                              |
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|       | <p>You will need to consider whether any modules delivered or credit earned on your accredited programmes will remain accredited if used or transferred for entry to courses of study in the future.</p> <p>Some regulatory bodies have other restrictions on membership of or registration with them if you have withdrawn or been withdrawn from your studies.</p> |

These points should also be considered by students who are withdrawn by the University (see section 2).

#### 4. If you decide to withdraw from the University

- 4.1 If you decide to withdraw from the University once you have worked through your options and plans, you will need to complete the [withdrawal form](#). The form will ask you for specific information and will provide you with details on how to submit it to the University. The form will also provide information on whom you can contact should you need any support to complete it.
- 4.2 **It is very important that you complete and submit this form so that the withdrawal is confirmed. We will record the date of your withdrawal** on the University student records system. In doing this, the University must comply with specific regulations overseen by the Office for Students, the body that regulates Higher Education in England and Wales. This means that your withdrawal date will be recorded as the day of your last interactive academic engagement with the University (e.g. attending a class or engaging in an assessment). This information will be taken from an in-person or online attendance or engagement records. Very occasionally, we may need you to verify your **last interactive academic engagement**. Engagement with other parts of University life e.g. a student support service or the Students' Union will not be counted; it must be engagement with your academic studies.
- 4.3 If you have completed the academic year and then withdrawn, this will be reflected in the date of your withdrawal.
- 4.4 If you choose to leave the University and do not complete and submit the withdrawal form, your circumstances will be recorded as academic failure rather than that you withdrew voluntarily. This situation could impact on opportunities to register onto another academic course at BSU or elsewhere into the future.

- 4.5 If the University decides to withdraw your registration for reasons set out in Section 2.3, you will be notified of this outcome, with an explanation for this decision and you will not be required to complete a withdrawal form.

## 5. Actions the University will take when a withdrawal decision is made

- 5.1 The University will take the following actions when you have completed and submitted your Withdrawal form; or where the University withdraws you in accordance with the circumstances outlined in Section 2 of this policy.

- The withdrawal date will be recorded on the University student record system as your last point of academic engagement or attendance
- You will receive written confirmation from the University of any outstanding money owed in relation to Tuition Fees, accommodation costs or any other relevant fees or fines
- If you are in receipt of any University-run bursaries or other financial support, you will be informed that those payments will stop and details of any money that you need to repay
- If you are in receipt of financial support through the Student Loan Company, SLC, the University will inform the relevant student finance team for your country of residence of your withdrawal. The SLC will confirm arrangements with you about your student loan payments and repayments
- Once any outstanding tuition fee debt is cleared with Bath Spa University, you will be issued with a transcript for any completed and passed credit that you have obtained. The University's Central Assessment Board may confirm that you are eligible to receive a lower-level qualification (sometimes known as an 'exit' award) based on your completed credit, in line with the Undergraduate Academic Framework, and this will be confirmed to you.
- If you are studying on a Student Route Visa, the University has a legal obligation to withdraw sponsorship of your visa. Therefore, the University will inform the Home Office of your withdrawal date and will confirm actions that you will need to take about your residency
- Your access to the University's buildings, services and online provision, including your BSU email account will normally be closed as soon as your status in our student records system is updated overnight. However, a three-week grace period is applied in certain circumstances to keep access open to students such as to allow for appeals if you have been excluded from your course by the Central Assessment Board.

## 6. Possibility of future study

- 6.1 Withdrawal from the University means that you have left permanently. If you decide in the future that you wish to return, you will need to re-apply and meet the relevant admissions requirements. If you have completed part of your course previously and hold academic credit, it is possible that your existing learning may be recognised through our Accreditation of Prior Learning Policy as part of the admissions process. Any previous matters relating to major academic or major general misconduct, Fitness to Study or Fitness to Train to Teach will be considered during the application process and may lead to rejection.

## Document Details

**Responsible Office:** Student and Registry Services

**Responsible Officer:** Academic Registrar

**Approving Authority:** Academic Board

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**Effective Date:** 1 September 2024

**Related Policies and Procedures:** Academic and Student Policies

<https://www.bathspa.ac.uk/about-us/governance/policies>

**Supersedes:** New Policy

**Next review due:** April 2028