



# Withdrawal, Deferral and Resumption Policy

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**Category:** Policies – Student Support (HE)

**Owner(s):** Academic Board: Head of Registry

**Approved by:** The Board of Governors

**Access:** **Public** – Anyone can view this document

**Scope:** This Policy applies to students enrolled on higher education programmes leading to an award from Bath Spa University only.

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# 1. Introduction

- 1.1. Withdrawal: Termination of studies due to various reasons. Withdrawal can be:
- School initiated withdrawal
  - Student initiated withdrawal
- 1.2. Deferral: Interruption of studies up to one academic year due to health and other personal reason which can be substantiated via evidence.

# 2. Scope

- 2.1. This policy applies to both undergraduate and postgraduate students of FSB on programme leading to higher education awards from Bath Spa University and will highlight the procedure of withdrawal and deferral along with the possible implications these processes may have.

# 3. School Initiated Withdrawal

- 3.1. School reserves the right to withdraw the student in case of:
- 3.1.1. Non-Engagement
  - 3.1.2. Poor Attendance
  - 3.1.3. Failing to Enrol
  - 3.1.4. Failing to arrange for the tuition fee
  - 3.1.5. Failing to return back to study after the agreed time
- 3.2. The decision of school-initiated withdrawal shall only be taken following a panel where the members of the panel shall discuss at length all the circumstances of the student(s) under discussion.
- 3.3. The student shall be notified of the decision via email and letter and will be given an opportunity to appeal against the decision. The details of this can be found in 'Appeal Policy and Procedure'.
- 3.4. Following the appeal, should the decision of withdrawal is upheld, the relevant awarding body shall be informed promptly.

## 4. Student Initiated Withdrawal

- 4.1. Should the student feel that they are unable to continue with their studies, they are advised to seek support from the student support services and their Personal Academic Tutor (PAT) to explore various options by which we can offer support and help to keep the students on the course. In case the circumstances are short-lived, the student may wish to defer the course (Further discussed in the Deferral section).
- 4.2. Once all the options of support have been exhausted and the student still feels that they are unable to continue with their studies, they may get in touch with the student support services and fill out a withdrawal form. This form will be received by the registry for further processing. The student is advised to consult the finance officer of the relevant campus to be aware of any financial implications this withdrawal may have. For further details, please refer to the tuition fee and refund policy.

## 5. Deferral

- 5.1. In case the student is unable to continue with the studies due to circumstances that are short-lived and wish to resume their study with us, they may make use of the deferral procedure.
- 5.2. The deferral will allow the students to return back to their studies from an agreed date however, it may not exceed one academic year.
- 5.3. To apply for a deferral, the student may fill up the deferral form available from the student support team or on FSB app. Once received, it will be forwarded to the registry with relevant evidence. The student is advised to consult the finance officer of the relevant campus to be aware of any financial implications before submitting this form.
- 5.4. The student and the awarding body will be communicated about the deferral start date and the date when the student is expected to resume their studies.

## 6. Resumption of Studies

- 6.1. Following an approved deferral, the student is expected to return back to the studies starting from the agreed date.
- 6.2. Failing to return will result in school-initiated withdrawal and the student along with the awarding body will be communicated accordingly.