



Fairfield School of Business

Withdrawal, Interruption (Suspension) of Study and Resumption Policy

Birmingham Newman University (BNU)

Taught Degree Programmes

Version:	1.2
Category:	Academic Regulations (externally validated programmes)
Owner(s):	Registry Lead
Approved by:	The Board of Governors TBC
Access:	Public – Anyone can view this document
Scope:	This policy applies to student on courses leading to awards from Birmingham Newman University.

Contents:

1. Introduction	2
2. Scope	2
3. School Initiated Withdrawal	2
4. Student Initiated Withdrawal	3
5. Interruption (Suspension) of Study	3
6. Resumption of Studies	3
7. Campus transfer	4

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. Studies can be interrupted for a further years (max total 2 years), but only in exceptional circumstances.

2. Scope

- 2.1. This policy applies to both undergraduate and postgraduate students of FSB on programmes leading to higher education awards from Newman 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. Interruption (Suspension) of Study

- 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 Interruption of Study procedure.
- 5.2. The Interruption of Study will allow the students to return back to their studies from an agreed date.
- 5.3. To apply for an Interruption of Study, the student may fill up the Interruption of Study 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 Interruption of Study start date and the date when the student is expected to resume their studies.

6. Resumption of Studies

- 6.1. Following an approved Interruption of Study, 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.

7. Campus transfer

- 7.1. Students are advised to submit their campus transfer request before the start of the academic year or upcoming semester to avoid academic disruption and ensure smoother processing.
- 7.2. While applications submitted during a semester may be considered, they can negatively impact the student's studies due to possible course interruptions and adjustment challenges.
- 7.3. There is no strict limit on the number of campus transfers a student can request. However, multiple transfers may lead to increased academic disruptions and affect overall study continuity.
- 7.4. To initiate a campus transfer, students must complete a Campus Transfer Request Form and submit it to the Student Support team. Student Support will forward the request to the Dean of the current campus.
- 7.5. The current campus Dean will consult with the receiving campus Dean to discuss the transfer request and assess any specific academic or personal support the student may need.
- 7.6. Once the transfer is agreed upon, the completed form will be uploaded to the student's profile. The Registry Department will then be notified to officially transfer the student to the new campus. to return will result in school-initiated withdrawal and the student along with the awarding body will be communicated accordingly.