



Fairfield School of Business

# Withdrawal, Interruption and Resumption Policy

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Scope: This Policy applies to students enrolled on higher education programmes leading to an award from Ravensbourne 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 or 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. FSB 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
  - 3.1.6. Assessment Failure
  - 3.1.7. Disciplinary Matters
  - 3.1.8. Academic Misconduct
- 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.
- 3.4. Following the appeal, should the decision of withdrawal is upheld, the relevant awarding body shall be informed promptly.
- 3.5. If the appeal is upheld, the student will be re-instated and the student will be notified by email from the Registry department.

## 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 Ravensbourne Change to Study form. The form will require the signature of the Course Leader. 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.
- 4.3. The awarding body will seek to process fully completed applications within 3-5 working days of receipt.

## 5. Deferral/Interruption of Studies

- 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 studies or deferral procedure.
- 5.2. The students considering an interruption must first discuss the proposal with the Team Lead/Campus Dean.
- 5.3. The deferral or interruption of studies will allow the students to return back to their studies from an agreed date.
- 5.4. While on Deferral/Interruption of studies, the students will not be allowed access to facilities and will not be permitted to attend classes. FSB will not be providing students on Deferral/Interruption of Studies with Council Tax Exemption Letters.
- 5.5. Interruption of Studies permits students to interrupt their studies after the commencement of their academic year.
- 5.6. Applications for interruption can be made for a maximum of one year. The students can only apply for 2 interruptions for the duration of their course.

- 5.7. To apply for an interruption of studies, the student may complete the Change to 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.
- 5.8. The student and the awarding body will be communicated about the interruption start date and the date when the student is expected to resume their studies from interruption.
- 5.9. Deferral permits students to interrupt their studies before the commencement of their academic year.
- 5.10. To apply for a deferral, the student may complete the Change to 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.
- 5.11. The student and the awarding body will be communicated about the interruption start date and the date when the student is expected to resume their studies from deferral.

## 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.

## 7. Campus Transfer

- 7.1. Students who wish to transfer to another FSB campus are encouraged to submit their application to the Registry Department before the commencement of a new academic stage or level, in order to maximise the likelihood of their request being approved.
- 7.2. Students may still apply for a campus transfer within the first three weeks of the start of a new academic stage or level. However, such applications are subject to approval and may be declined due to constraints such as course availability and class sizes.

- 7.3. Transfer requests may also be considered at other times throughout the academic year, depending on the student's individual circumstances. The Registry Department reserves the right to request additional information or supporting documentation where necessary.
- 7.4. In general, students may request one campus transfer per academic year, although exceptions may be granted at the discretion of the Registry Department on a case-by-case basis.
- 7.5. All transfer applications are initially reviewed by the Registry Department. Each application will be carefully assessed, taking into account factors such as class size, course availability at the requested campus, and whether the transfer is in the best academic and personal interest of the student.