



Fairfield School of Business

Withdrawal, Deferral and Resumption Policy

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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.

7. Campus Transfer

- 7.1. Students who wish to transfer to a different FSB campus are advised to submit their transfer application to the Registry Department before beginning a new academic stage or level. This timing helps maximise the likelihood that the request will be approved.
- 7.2. If a student decides to transfer after the start of their academic stage or level, they may apply within the first two weeks from the start date. However, applications submitted during this period may be declined due to constraints such as course availability and class capacity. Transfers at other points in the academic year may be considered, depending on the student's justification and the availability of the campuses.
- 7.3. The Registry Department reserves the right to request additional information or relevant supporting documentation to assess the transfer application thoroughly. Generally, students may submit one campus transfer request per academic year. Exceptions may be granted at the Registry Department's discretion based on individual circumstances.
- 7.4. All transfer applications undergo careful review by the Registry Department, which will evaluate factors including class size, course availability at the desired campus, and the overall benefit to the student before making a decision.