



# **Withdrawal, Break in Learning and Transfer of FE, HE and Apprenticeship Students Policy and Procedure**

The aim of this policy is to ensure and efficient systems are in place for withdrawals, breaks in learning and transfers across all scopes of delivery and at all centres, in accordance with external funding agency and awarding body rules.

This policy applies to all FE, Apprentices and HE students across all Myerscough Centres.

Myerscough College will manage withdrawals, breaks in learning and transfers effectively and efficiently. The College will also ensure that where a student has to withdraw, appropriate and relevant Information, Advice and Guidance (IAG) as well as support is offered and recorded.

## Procedure

### 1. Withdrawal

#### Further Education and Apprenticeships

FE Programme Leaders and Work Based tutors will identify and report students that are at risk of withdrawal to the Head of Area or Manager.

The Head of Area will interview the student if they are still attending. If the student is absent, the Head of Area will contact the student or their parent/carer (if under 18) to discuss the reasons for withdrawal and arrange further Information, Advice and Guidance with a member of The Core pastoral team.

Where the student is an apprentice, the Manager for the area will interview the apprentice and make contact with the employer and or parent/carer (if under 18) to discuss the reason for withdrawal and arrange further Information, Advice and Guidance with a member of The Core pastoral team.

Where possible, students will be encouraged to complete their chosen programme by supportive means that could include specific arrangements to work from home with tutor support; attendance reduction to workshops arranged on mutually agreeable dates; remote support via College virtual learning environment (VLE) systems or any combination of agreeable arrangements that encourage successful completion of the programme.

Where the student is an apprentice, they will be encouraged to meet specific targets set through their e-portfolio which will be monitored ensuring successful completion of the programme.

All agreed plans for completion must be confirmed in writing to students and apprentices and, in the case of 16-18 year olds, to their parents/carers.

FE Programme Leaders and Work Based tutors must ensure that any arrangements made are fully recorded on the Student Support Register and / or student eILP and scanned copies of written agreements eg letters to students and / or parents / carers are held on the contact section of the eILP. In the case of apprentices, the information will be held on the e-portfolio.

Where agreement has been reached with the Head of Area that a student needs to be withdrawn, the Programme Leader should complete the Withdrawal Request Form on Myerspace.

An automated email is then forwarded to the Head of Area for approval, with copies to Student Records, Assistant Principals, Sales Ledger, Exams and the Residential Operations Manager.

The request to process the withdrawal is then actioned by the Business Support Team via Student Records.

In the case of apprentices, the Work Based tutor completes a Withdrawal Form (in the main this will be electronic on the OneFile system). The Head of Area will receive an automated email from OneFile system requesting approval. The Head of area will approve, not approve or ask for further evidence. Once electronically signed the administration team are then alerted by the system.

The Head of Area and Manager should confirm approval of the withdrawal within 48 hours of receipt of the withdrawal request.

The Business Support team will action the withdrawal request within 48 hours of receipt of approval from the Head of Area.

In the case of apprentices, the Business Support team will action the request within 10 working days.

The Data Manager will provide regular updates to the Assistant Principals of FE and Apprenticeships & Skills on withdrawals to date.

### **Higher Education**

A higher education student may withdraw from their studies at any time during their course. A student remains registered, therefore, liable for fees and consideration for academic progress, until they have informed the College that they wish to withdraw.

The date on which a student withdraws will have an effect on the amount of tuition fees they are liable to pay. Reference should be made to the College Tuition Fees Policy. Tuition Fee Liability applies to students receiving a Student Finance or Tuition Fee Loan as well as to students paying their own fees. Failure to inform the College of a withdrawal from study or late notification could result in the release of inappropriate funds to students they are subsequently required to repay.

If a student is an international student on a Tier 4 visa, their leave to remain in the UK will be affected if they withdraw. If an international student withdraws from their studies, the College will withdraw its immigration sponsorship and will inform UKVI that the student is no longer enrolled as a student.

There are two processes for withdrawal of higher education students:

- Institution-led withdrawal
- Student-led withdrawal

#### **Higher Education Institution-led Withdrawal**

- A registered student may be withdrawn from their course of study by the college/University where it becomes clear that the student will not meet the academic or other course-specific progression requirements, or if the student fails to fulfil course attendance requirements or engage with their learning to the extent that their academic progress is deemed unsatisfactory.
- Institutional-led withdrawals may only be implemented through Course Boards or Student Engagement and Attendance Monitoring (SEAM) Course Boards or, in exceptional circumstances, by Chair's Action.

- For institution-led withdrawals of higher education students, the Academic Regulations, policies and procedures of the University of Central Lancashire are followed.

#### **Higher Education Student-led Withdrawal:**

- If a student is considering withdrawing from their studies, they should meet with their Course Tutor for academic advice and guidance before submitting a 'Withdrawal from Study' form. Where applicable, the Course Tutor may refer the student to relevant services for further support (for example, on the financial implications of withdrawing).
- The Course Tutor should also explore with the student the feasibility of other options such as interruption to study, completion by other supportive means (eg. distance learning) or transferring to a different course. For distance learning students, or circumstances where the student is no longer able to attend the College, the meeting between the Course Tutor and the student should be conducted via Skype or telephone.
- If a student decides it is in their best interests to withdraw from their studies, the student must complete a 'Withdrawal from Study' form which can be obtained from the [College Enrolment Team](#). The completed form must be submitted to the Course Tutor.
- On receipt of a 'Withdrawal from Study' form, the Course Tutor must discuss the withdrawal with the Head of Area and/or the HE Assistant Head of Area.
- Once the withdrawal is agreed, the Course Tutor must complete the remaining sections of the 'Withdrawal from Study' form to confirm the reasons for the decision, sign the form and confirm the date of withdrawal (this must be the date they sign the form and must not be retrospective).
- The completed form should be forwarded to the College Business Support Team for inclusion on the student file.
- The Course Tutor must enter the withdrawal request on Myerspace using the date the student signed the form as the last date of attendance. An automated email is then forwarded to the Head of Area for approval, with copies to Student Records, Assistant Principals, Sales Ledger, Exams and the Residential Operations Manager.
- The Head of Area and Manager should confirm approval of the withdrawal within 48 hours of receipt of the withdrawal request.
- The Course Tutor should record that the student has sought information and guidance and enter a synopsis on the Student EILP and Student Support Register, where appropriate.
- On receipt of a completed 'Withdrawal from Study' form and Myerspace withdrawal request, the College Business Support team should update the Student Record and submit a 'Notification of Withdrawal' to the University within 48 hours.
- The College Business Support team will write to the student confirming their withdrawal has been processed and to confirm their date of withdrawal, reminding them to notify their sponsor where this applies.

- The Data Manager will provide regular updates to the Assistant Principal HE on withdrawals to date.

Students must be advised to seek information and guidance from the 'CORE' or the College Finance Department on the financial implications of their withdrawal before submitting their 'Withdrawal from Study' form.

Tier 4 International Students must be advised to seek advice concerning the immigration implications of their withdrawal. The College is required to inform the UKVI in the case of a significant change in the circumstances of a Tier 4 international student.

Students should be advised to contact their accommodation provider to seek advice concerning the implications of their withdrawal for accommodation fees.

## **2. Transfer**

### **FE Students**

Heads of Area will action transfers requests for FE students from Programme Leaders in the first 42 days of Term 1.

Transferring FE students in year (after the 42 day probationary period) to a lesser level or shorter duration programme causing changes to end dates is not permitted.

### **HE Students**

This procedure only applies to student transfers between courses or modes of study at the College. For further information on student transfers, including to other institutions, see the 'Higher Education Student Transfers' information on the Policies and Procedures page of the College website.

If a student wishes to make a change to their course, the student should contact their Tutor to obtain guidance about the Course Change process.

If a student wishes to make a change to their current course (eg. a different mode of study or a different campus) the Tutor will recommend to the student that they should obtain information and guidance on the financial implications of their course change before submitting their 'Application for Course Change' form.

Students who are requesting a change to the location of study may need to seek advice from their accommodation provider concerning the implications for their accommodation fees.

Students who are non SLC funded, must provide written confirmation from their sponsor/funding body which explicitly agrees to the course change.

It should be noted that a course change is not applicable for those students who are repeating study on a part-time basis.

Approval for a change to course will be dependent on places being available on the new course and on the student having the required entry qualifications.



Additionally, consideration should be given to individual support that may need to be put in place to ensure the student is able to catch up with any part of the module that has been missed and is therefore not disadvantaged by the change.

Depending on the nature of the course the student is transferring to, the student may be required to complete an application for Accreditation of Prior learning (APL) for some elements of the course being transferred to. Further details of this process are outlined in the College Recognition of Prior Learning policy and procedure.

Depending on the timing of the request, a student may be required to complete the current year of their course in order to start the next year on the new course or to cease to study their current course and change to a new course at the beginning of the next semester or the next academic year. Where this is the case, they should seek approval for an 'Interruption to Study' and complete the relevant sections on the form to arrange this.

If approved, the Tutor will complete an 'Application for Course Change' form (available from the [Enrolment Team](#)) and return it to the student for signing. If rejected, the Tutor will record the reasons for the decision on the form.

Where a student feels they have cause for complaint with regard to the decision taken, they should be referred to the College Complaints Procedure.

The Tutor will submit the signed form to the College Enrolment Team who will update the student record and send to the CAS Hub at UCLAN and pass a copy to the College Business Support Team for filing. Any delays could result in an overpayment of maintenance grant and /or loan which Student Finance will seek to recover from the student.

On receipt of the form, the CAS Hub will complete the appropriate checks and update the student record before emailing to Student Registry Services for further processing.

On receipt of the form, Student Registry Services will verify the data held in the form and validate the student record making amendment to tuition fees and contacting Student Finance as appropriate.

Student Registry Services (UCLAN) will then write to the student confirming their request to change their course has been processed.

### **3. Break in Learning**

#### **Higher Education Interruption to Study**

Interruption to Study for higher education students, is defined as an approved break in studies for a period of more than one month and not normally exceeding 12 months, which usually means that the student's expected end date of the course will need to be adjusted by the equivalent amount of time. Interruptions to study are normally approved for one or two semesters.

An Interruption to Study is the formal process for seeking and approving a break from study which students may require due to personal, health or family issues whilst retaining the intention of completing the course.

During an Interruption to Study, students cannot formally engage with their course, are not required to attend class, submit work for assessment or attend examinations or supervisory meetings. It normally suspends tuition fee liability (please refer to the Tuition Fee Policy) and it suspends any consideration of the student's academic progress for the duration of the period of interruption to study.

For Tier 4 International Students, interruption to study means that the student is required to leave the UK during the period of interruption and re-apply for a Confirmation of Acceptance of Study (CAS) to return to study on their course. Students are advised to reapply in-country for a new visa to reflect the new expected course completion date.

Applications for an Interruption to Study must be submitted by the student prior to the commencement of the period of interruption. Retrospective requests to interrupt study will not normally be permitted.

### **Interruption to Study Procedure for Higher Education Students**

- If a student is considering interrupting their studies, they should meet with their Course Tutor for academic advice and guidance before submitting a 'Application to Interrupt Study' form. Where applicable, the Course Tutor may refer the student to relevant services for further support (for example, on the financial implications of interrupting study). The Course Tutor should also explore with the student the feasibility of other options such as extenuating circumstances or completion by other supportive means (eg. distance learning). For distance learning students, or circumstances where the student is no longer able to attend the College, the meeting between the Course Tutor and the student should be conducted via Skype or telephone.
- If a student decides it is in their best interests to interrupt their studies, the student must complete an 'Application to Interrupt Study' form which can be obtained from the College Enrolment Team and the Intranet. Students must include a 'confidential statement in support of application'. This must be supported by appropriate documentary evidence. The completed form must be submitted to the Course Tutor.
- Upon receipt of an 'Application to Interrupt Study' form, the Course Tutor must discuss the interruption to study with the Head of Area and/or the HE Assistant Head of Area.
- Once the interruption to study is agreed, the Course Tutor must complete the remaining sections of the 'Application to Interrupt Study' form to confirm the reasons for the decision, and conditions to be met prior to returning to study, expected return date, sign the form and confirm the date of interruption to study (this must be the date they sign the form and must not be retrospective).
- The completed form should be forwarded to the College Business Support Team for inclusion on the student file.
- The Course Tutor must enter the interruption to study as a withdrawal request on Myerspace using 'HE Suspension of Studies' as the reason for withdrawal and the date the student signed the form as the last date of attendance. The Course Tutor should enter the expected date of return on the Myerspace request. An automated email is then forwarded to the Head of Area for approval, with copies to Student Records, Assistant Principals, Sales Ledger, Exams and the Residential Operations Manager.

- The Head of Area should confirm approval of the interruption to study within 48 hours of receipt of the withdrawal request.
- The Course Tutor should record that the student has sought information and guidance and enter a synopsis on the Student EILP and Student Support Register, where appropriate.
- On receipt of a completed 'Application to Interrupt Study' form and Myerspace withdrawal request, the College Business Support team should update the Student Record and submit a 'Notification of Interruption to Study' to the University within 48 hours.
- The College Business Support team will write to the student confirming their interruption to study has been processed and to confirm their date of interruption to study, reminding them to notify their sponsor where this applies.

Students must be advised to seek information and guidance from the 'CORE' or the College Finance Department on the financial implications of their interruption to study before submitting their 'Application to Interrupt Study' form.

Tier 4 International Students must be advised to seek advice concerning the immigration implications of their interruption to study. The College is required to inform the UKVI in the case of a significant change in the circumstances of a Tier 4 international student.

Students should be advised to contact their accommodation provider to seek advice concerning the implications of their interruption to study for accommodation fees.

#### **Higher Education - Return to Study**

- Prior to the return to study, the College Enrolment Team must inform the relevant Course Tutor of the students that are expected to return to study and their expected return to study date.
- Prior to the return to study date the Course Tutor must contact the student to discuss the return to study, arrangements for any outstanding assessments, ensure that any conditions set for resumption of study have been met, and brief the student on any changes to the course requirements.
- The Course Tutor will retrieve the original 'Application to Interrupt Study' form from Business support and complete the 'Return to Study Meeting' section on the back of the of the form to confirm the student is able to return to study and has satisfied the conditions set for their return. The completed form must be returned to the College Enrolment Team.
- If the student has not satisfied the conditions set for their return to study, the student will be advised by the Course Tutor to either withdraw from the course or extend their period of interruption to study. Where the student is deemed not fit to return to study, their case will be considered under the College Fitness to Study procedure (Fitness to Study Procedure).
- Prior to the return to study, the College Enrolment Team must submit a 'Resuming Study Notification' form to the University to enable the student to re-enrol.



- Prior to the return to study, the College Enrolment Team must contact the student to advise on arrangements for their return to study and re-enrolment.

If the student does not return to study on the agreed date and has not requested an extension to their interruption to study, and no response has been received from the student in response to communication, the withdrawal process will be instigated.

If the student wishes to extend the period of interrupted study, they must submit a further Application to Interrupt Study form (stipulating that the application is a request for an extension to an existing period of interruption) and provide additional supporting documentary evidence to the Course Tutor prior to the end of the initial period of interruption.

## **Break in Learning – Apprenticeships**

### **Breaks in Learning**

If there is a break in the apprentice's learning due to sickness, lack of training or any other reason, the following rules apply:

- If the break is for less than four weeks, the employer does not need to report it and the end-date of the apprenticeship remains the same.
- If the break is for more than four weeks, the employer or training provider must report a formal break in learning in the apprentice's individual learning record.

While breaks can normally only be initiated by the apprentice, employers and training providers can now initiate a break. During the break, the apprenticeship is "paused" by the employer through the apprenticeship service, which means it can resume at a later date.

During a break in learning, the apprentice does not need to comply with the minimum 20% off-the-job training requirement.

- The Business Support Team will process the request within 10 working days.

2020/21 Funding guidance Inc. Breaks in learning:

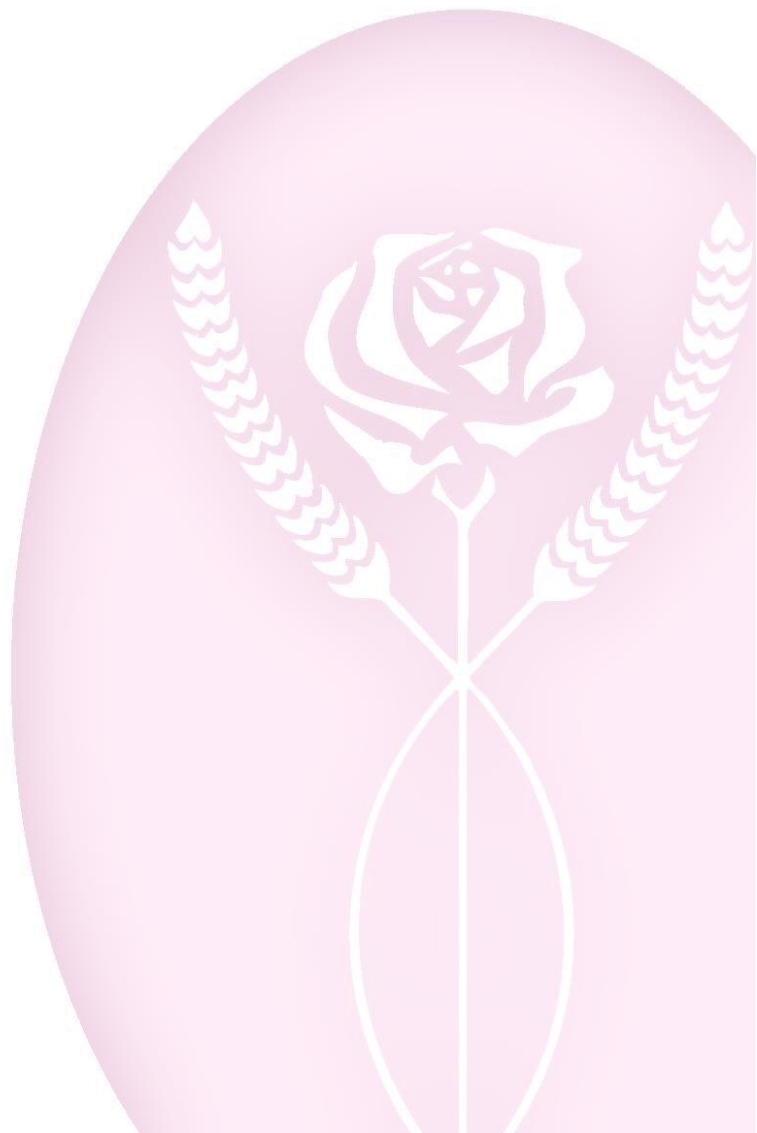
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/928015/2021\\_Provider\\_Rules\\_Version\\_2\\_v1.0\\_FINAL\\_published.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928015/2021_Provider_Rules_Version_2_v1.0_FINAL_published.pdf)

### **Documents Associated with this Policy**

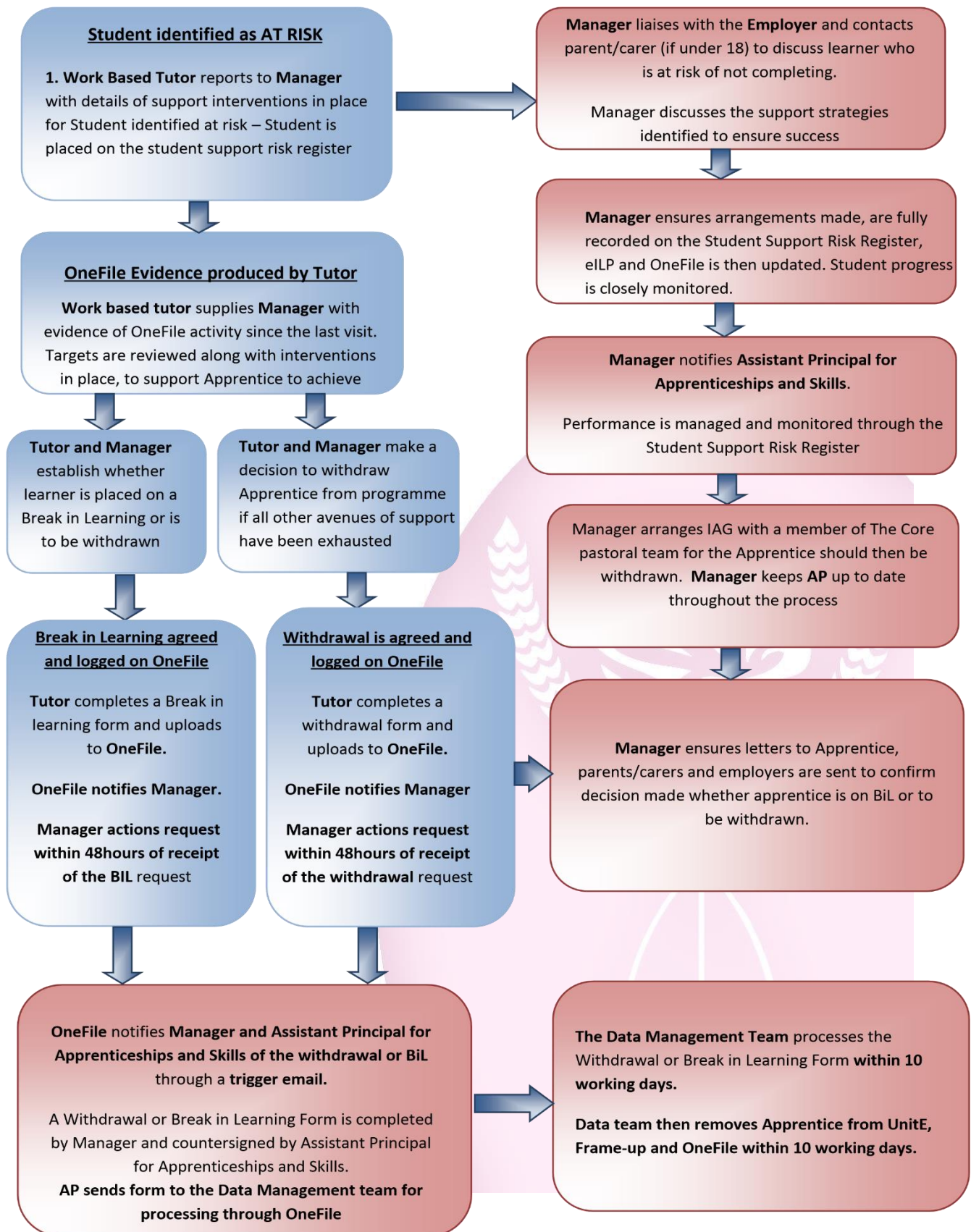
Higher Education Student Transfers  
 Recognition of Prior Learning Policy and Procedure  
 Higher Education Withdrawal from Study form  
 Higher Education Course Change Form  
 Higher Education Application to Interrupt Study form  
 Higher Education withdrawal confirmation letter template  
 Higher Education interruption to study confirmation letter template  
 UCLan Academic Regulations  
 UCLan Institution-led Withdrawal Procedure for Taught Students  
 UCLan Student-led Withdrawal Procedure for Taught Students  
 UCLan Interruption to Study Procedure for Taught Students

**Appendices**

Appendix 1 - Withdrawal / Break in Learning Flowchart for Apprenticeships



## Apprentices at Risk / Break in Learning and Withdrawal Procedures



Document History			
<b>Author:</b>	Assistant Principal Apprenticeships & Skills	<b>Ref and Document Version:</b>	Withdrawals, Breaks in Learning and Transfers Policy and Procedure –V1
<b>Approval:</b>	College Executive	<b>Approval Date:</b>	November 2020
<b>Review Date:</b>	September 2022		
<b>Publication:</b>	Staff Intranet		
Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework		Framework Section Reference(s)	
<b>Education Inspection Framework</b>			
<b>MATRIX</b>			
<b>QAA</b>		QAA UK Quality Code for Higher Education	
<b>QIA</b>			
<b>ESFA</b>			
Key Changes to Documents			
Minor amendments			

#### **All Myerscough College Policies are subject to screening for Equality Impact Assessment**

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.*

#### **Safeguarding, Learner Protection and Prevent**

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.