



Student withdrawals and Deferrals Procedure

PURPOSE

To ensure that a standardised procedure is followed with regards to withdrawal or deferral of courses by students.

To monitor the number of withdrawals and deferrals and report to the UKBA.

SCOPE

All Students

PROCEDURE

- Students who wish to seek a deferral or withdraw from a course will be required to complete a “withdrawal /deferral” form stating the reasons.
- These forms will be handed over to the designated College staff member who will check the reasons for the withdrawal / deferral and ensure legitimacy.
- Students who will be allowed to defer the course will be required to pay £100 in administration charges towards renewal of admission.
- Students who have not yet enrolled, who receive permission to withdraw, will be refunded their full fees less the deduction of £500 towards administrative charges.
- Students, who would like to withdraw after the start of their course, will forfeit their right to be refunded any payment of fees.
- Details of all students, who have withdrawn or deferred a course, will be sent to the UKBA within 10 working days from the date of withdrawal/deferral.