



## **Study Break and Withdrawal Policy**

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## Document Version Control

Version	Date	Changes	Reason	Author
1	12/24	None	New Policy	Provost
2	07/04/25	Updates to funding implications if a student withdraws/suspends.	Feedback from OfS	Provost

This Study Break and Withdrawal Policy will be reviewed annually by our Head of Quality. Any amendments require the approval of our College Oversight Board.

This Policy is available on the College website.

If required, hard copy or large format edition may be requested from Student Services.

# 1 Purpose and Scope

## 1.1 Purpose

The purpose of this policy is to outline the processes for student study breaks and withdrawals.

## 1.2 Scope

This is primarily a student facing document. It includes information required by students if they want to take a study break or withdraw from their course. It also includes information regarding withdrawals that are instigated by the College.

# 2 Definitions

## 2.1 Study Break

A study break is a temporary suspension of your studies. The request for a study break needs to be made by you, the student.

## 2.2 Withdrawal

Withdrawal is when you stop your studies completely. The decision to (request to) withdraw can be made by you (voluntary withdrawal) or by the College. The most common reason why the College will withdraw you is because of your failure to adhere to our Engagement Policy i.e. you are not engaging sufficiently with your studies. This could be a result of not attending classes, not submitting assessment, or not engaging with Moodle (or a combination of all three).

# 3 Study Break

## 3.1 Why you might want to take a study break.

There are differing reasons why you might want to take a study break. These include:

- Personal illness
- Illness of a close family member
- Temporary relocation

## 3.2 Taking a study break

If you want to take a study break, you need to request this **at least 7 working days before the end of the current term.**

If you take a study break, any credits you have gained up to that point will be 'held' until you pick up your studies again.

A study break can ordinarily only be for up to a year. After a year of study break, if you cannot return, the College would withdraw you and claim any credits that you have gained.

If you want to take a study break you need to email [registry@britcollege.ac.uk](mailto:registry@britcollege.ac.uk), copying in [accounts@britcollege.ac.uk](mailto:accounts@britcollege.ac.uk), providing the following information:

- Last date of attendance
- Start and end time that you wish to take a break
- Reason for wanting to take a study break.

Before taking a study break you will be asked to discuss the implications of the break with a member of our Finance team. If you are receiving financial support from the SLC or your fees are sponsored, we will notify the relevant body of your study break and your expected date of return. As a consequence, the SLC may suspend any future maintenance loan and tuition fee payments. These payments will be re-started by the SLC when you return to study, but there may be some interruption to your payments. If you are a self-funded or sponsored student, you or your sponsor will be liable for any outstanding fees.

During a study break, you will not be able to engage with your course and will not have access to relevant facilities.

Before you return to study, Registry will contact you to organise re-enrolment. Alternatively, you can contact Registry to confirm your re-enrolment by email at: [registry@britcollege.ac.uk](mailto:registry@britcollege.ac.uk)

## 4 Withdrawal

### 4.1 Voluntary withdrawal

If you want to withdraw from your course, you need to request this **at least 7 working days before the end of the current term.**

Before you make the decision to withdraw from your course you need to discuss the matter with your Programme Leader and our Finance Manager. It might be that there is another option (e.g. a study break) other than full withdrawal.

If you are funding your course with SLC funding it is especially important that you talk to our Finance Manager to ensure that your eligibility for funding for any future study is not put at risk by your withdrawal. The College will normally only collect funds from SLC until the date of your withdrawal; you will become liable for the remainder of your outstanding fees

If you decide to proceed with withdrawal, you need to email [registry@britcollege.ac.uk](mailto:registry@britcollege.ac.uk), copying in [accounts@britcollege.ac.uk](mailto:accounts@britcollege.ac.uk), providing the following information:

- Last date of attendance
- Reason for wanting to withdraw (please provide as much detail as possible)
- Confirmation that you have discussed the decision with your Programme Leader and our Finance Manager

### 4.2 Withdrawal for non-engagement

If you fail to show satisfactory engagement and/or progression on your programme, you might be withdrawn from your course. Please check our Engagement Policy (available on the website in the Student Life section in the Policies and Forms area).

If you are Student Loans Company (SLC) funded student, we will only receive tuition fee funding from the SLC for the period from the course start date until your withdrawal date. This amount will be claimed from the SLC and any future payments will be cancelled.

### 4.3 Withdrawal for non-payment of tuition fee

If you have outstanding tuition fee debt you can be withdrawn at any stage of the year in line with our Student Fees, Refunds and Compensation Policy.

Once you are withdrawn you have no right to access any of Brit College's systems.

If you are an SLC funded student, we will only receive tuition fee funding from the SLC for the period from the course start date until your withdrawal date. This amount will be claimed from the SLC and any future payments will be cancelled. If you are a self-funded or sponsored student, you or your sponsor will be liable for any outstanding fees.

### 4.4 Withdrawal for academic reasons

If you are withdrawn at an Award Board because of failure to submit work, you will be liable to pay the full tuition fees for that year regardless of whether or not you have passed modules or obtained any qualifications. If your tuition fees are paid through the SLC, we will claim the full tuition fees through the SLC.

### 4.5 Repayment of SLC Funding

For Withdrawal (either Voluntary or by the College), the SLC will ask you to return (immediately after the withdrawal) any **overpayments** of tuition fees and maintenance loan with interest. If you are unable to re-pay, you will need to communicate with SLC to discuss arrangements such as an instalment plan or adjustment with your next funding application.

You will need to repay any Maintenance Loans and Tuition Fee Loans in the usual way i.e. once you start earning over the threshold. How much you will need to repay will depend on the time during your course that you leave e.g. if you suspend or leave in term 2, you will need to repay 50% of the loan for that year.

## 5 Internal policies and procedures

- Engagement Policy
- Admissions Policy
- Terms and Conditions