

# **Withdrawal, Study Break/Suspension of Studies, and Deferral Policy**

**2024-25**

# Index

<b><u>1.</u></b>	<b><u>Introduction</u></b>	<b><u>3</u></b>
<b><u>2.</u></b>	<b><u>Definitions</u></b>	<b><u>3</u></b>
<b><u>3.</u></b>	<b><u>Withdrawal</u></b>	<b><u>3</u></b>
	3.1 Types of withdrawal	3
	3.2 Procedure for voluntary withdrawal	4
	3.3 Actions not constituting a voluntary withdrawal	5
	3.4 Consequences of withdrawal	5
	3.5 Returning after a withdrawal or intermediate award	6
<b><u>4.</u></b>	<b><u>Study break</u></b>	<b><u>8</u></b>
	4.1 Overarching principles of a study break (suspension of studies)	8
	4.2 Procedure for a study break	8
	4.3 Consequences of a study break	8
	4.4 Returning after a study break	9
<b><u>5.</u></b>	<b><u>Deferral</u></b>	<b><u>9</u></b>
	5.1 Voluntary deferral	9
	5.2 Institution deferral	9
	5.3 Consequences of a deferral	9
	5.4 Returning after a deferral	10
<b><u>6.</u></b>	<b><u>Fitness to study</u></b>	<b><u>10</u></b>
<b><u>7.</u></b>	<b><u>Related policies and Procedures</u></b>	<b><u>10</u></b>
<b><u>8.</u></b>	<b><u>Review of Withdrawal, Study Break and Deferral Policy</u></b>	<b><u>11</u></b>
<b><u>9.</u></b>	<b><u>Appendix 1: Course Withdrawal Form</u></b>	<b><u>11</u></b>
<b><u>10.</u></b>	<b><u>Appendix 2: Study Break Application Form</u></b>	<b><u>15</u></b>
<b><u>11.</u></b>	<b><u>Appendix 3: Deferral of Studies Application Form</u></b>	<b><u>0</u></b>
<b><u>12.</u></b>	<b><u>Appendix 4: Wrexham Glyndwr University Withdrawal from Programme Form</u></b>	<b><u>2</u></b>
<b><u>13.</u></b>	<b><u>Appendix 5: Wrexham Glyndwr University Suspension of Studies Application Form</u></b>	<b><u>6</u></b>

## Committee Approval

Committee	Committee Action	Date
QAEC	Recommended approval	17 January 2024
Academic Committee	Approved	26 January 2024
	<b>Date in force</b>	<b>29 January 2024</b>

This Withdrawal Study Break/Suspension of Studies, and Deferral Policy will be reviewed annually by our Quality Assurance and Enhancement Committee. Any amendments require the approval of our Academic Committee.

# 1. Introduction

The purpose of this policy is to make students aware of the processes and deadlines, including any consequences, with regards to a course withdrawal, study break/suspension of studies or deferral. Our awarding bodies have different approaches to processing withdrawal and study break requests and Bloomsbury Institute staff will follow the relevant process to notify our partners of the same.

# 2. Definitions

## Withdrawal

Withdrawal is a decision to **stop** your studies **completely**. This decision can be made by you [voluntary withdrawal] or by Bloomsbury Institute [withdrawal for non-engagement or other reasons]. Non-engagement essentially means not engaging with any formal scheduled academic activities. This includes, for example, missing classes or scheduled online activities, not engaging with the VLE and non-submission of assessments. A more detailed definition can be accessed through relevant Engagement Policy<sup>1</sup> available on the QEM.

## Study break/Suspension of Studies

A study break (also known as suspension of studies) is a decision to **stop** your studies **temporarily**. This decision can be made by you to suspend your studies, you will have to request a suspension which must be formally agreed by your Course Leader and the University partner will have to approve the request.

## Deferral

Deferral is a decision to **postpone the start of your studies temporarily**. This decision can be made by you [voluntary deferral], or by Bloomsbury Institute [institution deferral].

# 3. Withdrawal

## 3.1 Types of withdrawal

### 3.1.1 Voluntary withdrawal

A voluntary withdrawal is where you decide to withdraw from your course. Before withdrawing, you should first discuss the matter with your Course Leader. If the reason for your intended withdrawal is not course related, then you are strongly advised to contact the Centre for Student Engagement, Wellbeing and Success (SEWS) to be sure that you are making as informed a decision as possible. It may be that there is an option other than withdrawal, or that there are implications or consequences of which you are not aware. Our aim is to ensure that you make the right decision and, should you decide to withdraw, that your eligibility for future financial support for higher education study is not jeopardised. You can either make an appointment to see SEWS at Reception or by email [sews@bil.ac.uk](mailto:sews@bil.ac.uk).

If you wish to withdraw you must do so formally by completing our Course Withdrawal Form in order to establish the date you left us and why. This form can be downloaded from our website. You can access the form by clicking [here<sup>2</sup>](#). Please submit this form using the Student Self-service Portal (SSP).

It is important that you complete this form as this will initiate your formal withdrawal and as a result we will inform all relevant departments within Bloomsbury Institute and bodies outside the Institution, such as the Student Loans Company. This will ensure that our internal Finance Department and outside organisations do not charge fees for the academic year preceding your withdrawal.

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<sup>1</sup> See [www.bil.ac.uk/qem/policies/](http://www.bil.ac.uk/qem/policies/)

<sup>2</sup> See <https://www.bil.ac.uk/student-portal/student-forms/>

If you are an International student sponsored by us, then you must discuss your case with the Compliance Manager as withdrawal from a course automatically results in withdrawal of your visa sponsorship.

### **3.1.2 Withdrawal for non-engagement**

If a student fails to engage with their course during the first four weeks of the term as a University of Northampton student and/or there is no engagement across all assessments within the first term of each academic year of study, we will withdraw the student from the course. Please refer to [University of Northampton Student Engagement Policy](#) for more information. Wrexham University students can also be withdrawn if you have failed to show satisfactory engagement and/or progression on your programme, please Refer to [Wrexham University Student Academic Engagement Policy](#) for more information.

### **3.1.3 Withdrawal for other reasons (University of Northampton Programmes only)**

Other than withdrawal for non-engagement, a student can be withdrawn for poor academic performance [Accumulated Failure]. This is if you fail more than 60 credits at Level 0 [Foundation Year], 80 credits at Level 4, 60 credits at Level 5, or 60 credits at Level 6.

In such cases you would be withdrawn from your course at the end of the academic year after the awarding body's Award and Status Board.

Please refer to the awarding body's academic regulations for more details on the accumulated failure / termination of studies rules.

### **3.1.4 Withdrawal for non-payment of tuition fee**

Students with outstanding tuition fee debt can be withdrawn at any stage of the year in line with our [Terms and Conditions](#)<sup>3</sup>. Once a student is withdrawn they will have no right to access or receive services at Bloomsbury Institute.

### **3.1.5 Progressing or returning students**

If a student is not cleared by our Finance Department with regards to their funding or fees and has outstanding fees after the end of the academic year, we may block publication of their results and subsequently block their progression to the next year. This block can be lifted after they have come to an agreement with the Finance Department. If the block is not lifted and you have not come to an agreement with our Finance Department then you could be withdrawn from the course.

## **3.2 Procedure for voluntary withdrawal**

You must take the following actions in order to withdraw from your course:

### **Home Students**

Consult with a SEWS and other relevant parties (e.g. Finance)

Complete the Course Withdrawal Form<sup>4</sup>

- Complete and return the form via SSP. Please ensure you return your Student ID card, Birkbeck Library/Access card. Students enrolled from October 22 onwards must return the laptop provided to them at the beginning of their studies. These must be returned in person or via post to the following address:

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<sup>3</sup> See [www.bil.ac.uk/qem/policies/](http://www.bil.ac.uk/qem/policies/)

<sup>4</sup> Students' Course Withdrawal Forms will be processed in line with the procedures set out by the relevant awarding body.

### **International Students requiring a Student Visa**

- Consult with a Success Champion and other relevant parties (e.g. Finance)
- Consult with the Compliance Manager

Complete the Course Withdrawal Form<sup>5</sup>

- Complete and return the form via SSP. Please ensure you return your Student ID card, Birkbeck Library/Access card. Students enrolled from October 2022 onwards must return the laptop provided to them at the beginning of their studies. These must be returned in person or via post to the following address:

7 Bedford Square London WC1B 3RA

You must submit the Course Withdrawal Form within 7 calendar days from the point you inform Bloomsbury Institute about the change in your immigration category. Failure to do so will authorise Bloomsbury Institute to withdraw you from your course and withdraw your sponsorship. You will receive a confirmation email from relevant departments about your withdrawal and you must respond by the given deadline if you wish to continue with your studies.

Please note that if you are an international sponsored student and you have consulted with our Compliance Manager about your withdrawal, you will be required to provide evidence of your successful return to your home country (i.e. flight ticket and stamped entry vignette).

## **3.3 Actions not constituting a voluntary withdrawal**

The examples below do not constitute automatic withdrawal from the course:

- Lack of participation / poor attendance
- Lack of interaction with our virtual learning environment
- Non-submission of assessments or non-attendance at examinations
- Non-payment of tuition fee
- Cancellation or withdrawal of Student Loans Company funding

The above list is not exhaustive.

## **3.4 Consequences of withdrawal**

### **3.4.1 Voluntary withdrawal**

As stated in Section 9 of our Terms and Conditions, if you withdraw from the course after 14 calendar days from the course's advertised start date, you may be liable for the entire year's tuition fees.

- Home student funded by the Student Loans Company (SLC): we will use your withdrawal date to re-calculate the tuition fees payable through the SLC. 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

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<sup>5</sup> Students' Course Withdrawal Forms will be processed in line with the procedures set out by the relevant awarding body.

future payments will be cancelled. You will be liable to pay the balance of any outstanding tuition fees.

- Home student - privately funded: you will be liable to pay the balance of any outstanding tuition fees.
- International student: you will be liable to pay the balance of any outstanding tuition fees. In the case of international students with a student visa sponsorship, UK Visas and Immigration (UKVI) will be informed about your withdrawal, which will result in cancellation of your sponsorship. In this case you will be required to leave the UK and provide us with evidence that you have done so. Before a withdrawal is approved and processed, our Compliance Manager will be consulted to provide you with advice and guidance.

### **3.4.2 Withdrawal for non-engagement**

If you are withdrawn for non-engagement, you may be liable for the entire year's tuition fees. Points below explain how we may calculate your liability.

- Home student funded by the Student Loans Company (SLC): 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. You will be liable to pay the balance of any outstanding tuition fees.
- Home student - privately funded: you will be liable to pay the balance of any outstanding tuition fees.
- International student: you will be liable to pay the balance of any outstanding tuition fees. In the case of international students with a student visa sponsorship, UK Visas and Immigration (UKVI) will be informed about your withdrawal, which will result in cancellation of your sponsorship. In this case you will be required to leave the UK and provide us with evidence that you have done so. Before a withdrawal is approved and processed, our Compliance Manager will contact you with advice and guidance.

For information on appeal rights, please contact our Academic Administration team at [academic.admin@bil.ac.uk](mailto:academic.admin@bil.ac.uk).

### **3.4.3 Withdrawal for other reasons**

#### **Academic withdrawal at end of an academic year by the university partner Awarding Board**

If at the end of an academic year, you are withdrawn by the Award Board (or Award and Status Board), 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. If you are privately funded, you will be liable to pay the balance of any outstanding tuition fees.

If you are an international student, you will be liable to pay the balance of any outstanding tuition fees and, in the case of international sponsored students, UKVI will be informed about your withdrawal, which will result in the cancellation of your sponsorship. In this case you will be required to leave the UK and provide us with evidence that you have done so. Before a withdrawal is approved and processed, our Compliance Manager will contact you to provide advice and guidance.

## **3.5 Returning after a withdrawal or intermediate award**

If you want to return to study a course following a withdrawal, you must re-apply through Admissions as a new student. The Marketing, Communications and UK Student Recruitment team can be contacted by email at: [sr@bil.ac.uk](mailto:sr@bil.ac.uk).

Any application to return to study a course will be considered in accordance with the [Admissions Policy](#)<sup>6</sup> we have in place at the time and, where applicable, any relevant regulations, policies and procedures of our academic partner.

If you return, having previously withdrawn, you will not be treated as a continuing student on your return irrespective of whether you return to the same course or a different course. This means that you will be classed as a new student at the point of return and the applicable tuition fees will be those which apply at the date you return.

#### ***For students enrolled onto courses validated by Wrexham University***

A student who has been withdrawn or who has chosen to withdraw from a programme cannot be reinstated on that programme of study if the registration period from original point of enrolment has expired.

### **3.5.1 Conditions on return after termination due to accumulated failure / lack of academic engagement (University of Northampton Programmes only)**

The following conditions apply to students who wish to re-join:

- A student who is terminated due to academic failure and wishes to apply to study on a different course with the same awarding body cannot do so until a period of two years from the point of termination has elapsed. The decision whether to admit the applicant for the second time will take account of the circumstances under which their enrolment was terminated and the applicant's subsequent circumstances.
- In no circumstances is a former student eligible to apply to study on a course from which they were previously terminated.

### **Conditions on return after termination due to accumulated failure / lack of academic engagement (Wrexham University Programmes only)**

- Students who are terminated due to lack of academic engagement will not be allowed to return to study unless they receive a positive academic appeal outcome against Board's termination decision.

### **3.5.2 Returning after intermediate award**

An intermediate award is an award which a student can achieve after partial completion of a programme of study once s/he is no longer registered for that award or another award on which the completed credits will be used. It cannot solely be used to provide a lower award for a student who has failed to achieve the Final Award.

Where a programme of study provides for an intermediate award, all students who complete a stage and do not wish to continue their studies are considered for eligibility in relation to the appropriate intermediate award.

A student who has been awarded an intermediate award retains the right to appeal against termination. If the appeal is unsuccessful the decision to award the intermediate award will stand.

A student who exits with an intermediate award through choice rather than as a result of termination has the right to apply to complete the final award subject to confirmation that the learning is still current and once a period of at least 12 months has passed since the conferment of the intermediate award. Such applications will be considered by the Admissions team.

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<sup>6</sup> See [www.bil.ac.uk/qem/policies/](http://www.bil.ac.uk/qem/policies/)



A student who is awarded an intermediate award following termination is not allowed to apply to return and complete the final award at a later stage as they would have exhausted all attempts at module level.

## 4. Study break/suspension of studies

A study break/suspension of studies is when you take a break from your studies having already studied for more than two weeks. A study break normally has to be either for: (i) one term (minimum); or (ii) one academic year (maximum). A study break/suspension of studies is normally taken because of a long-term illness or other personal circumstances. General study break/suspension of studies rules do not apply to International Students on a student visa.

Before applying for a study break/suspension of studies, we would recommend that you first discuss the matter with a Success Champion in the Centre for Student Engagement, Wellbeing and Success to be sure that you are making as informed a decision as possible. It may be that there is an option other than a study break/suspension of studies, or that there are consequences of which you are not aware. Remember we are here to support you as much as we can. You can either make an appointment to see a Success Champion at Reception or by email [sews@bil.ac.uk](mailto:sews@bil.ac.uk).

### 4.1 Overarching principles of a study break (suspension of studies)

- If circumstances such as illness or personal circumstances are causing severe disruption to a student's studies, s/he should consider taking a study break/suspension of studies.
- Study break / Suspension of studies periods count towards the maximum registration period a student has to complete his/her course. All credit and failures achieved to the date of the break are carried forwards.
- A study break / suspension of studies is normally for a maximum period of one year. If students are not able to return at the end of this time, they will normally be required to withdraw. Normally only one study break per programme of study can be taken.

### 4.2 Procedure for a study break/suspension of studies

If you do decide to take a break from your studies, you will need to complete the Study Break Application Form (University of Northampton) and Suspension of Studies Form (Wrexham University) and submit this to us via the Student Self-service Portal (SSP). These forms can be downloaded from the Student Services section of the website: <https://www.bil.ac.uk/student-portal/student-forms/>. Please ensure you read [Wrexham Suspension Policy](#) and [University of Northampton Study Break](#) to find out how study break/ suspensions of studies are processed.

### 4.3 Consequences of a study break/suspension of studies

- **Home (including EU with settled or pre-settled status) student funded by the SLC:** the SLC will be notified of your study break/suspension of studies 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.
- **Home (including EU with settled or pre-settled status) student privately funded:** you will be charged for the portion of the course that you have completed up to the date of your study break/suspension of studies. Tuition fee charges will re-start on your return date. If you do not return you will be liable for the balance of the tuition fees.

- **International students:** a study break/suspension of studies is not permissible if you hold a student visa. If you want to take a break from your studies, you will need to withdraw from the course (see **3.4.1** above).

**Note that all EU students are classed as International Students unless they already have settled or pre-settled status in the UK.**

## 4.4 Returning after a study break/suspension of studies

The date for your return will be agreed between you and our Registry team before you start your study break. Registry will contact you before your proposed return date to organise re-enrolment. Alternatively, you can contact Registry to confirm your re-enrolment by email at:

[academic.admin@bil.ac.uk](mailto:academic.admin@bil.ac.uk)

In the case of a student returning after a study break for maternity reasons, our Pregnancy and Maternity Advisor will contact the student prior to her scheduled return to discuss any concerns the student might have about returning to study. Upon her return, our Pregnancy and Maternity Advisor will ensure that she is fully supported in her reintegration.

## 5. Deferral

A deferral is when your start date is postponed (up to a maximum of 12 months).

### 5.1 Voluntary deferral

A voluntary deferral is when a student asks (either before the start of their course or within the first two weeks of its start) for a later start date than the one advertised.

If you want to request a deferral **before** you have enrolled, you should contact our Admissions Department by email at: [admissions@bil.ac.uk](mailto:admissions@bil.ac.uk) for Home (including EU with settled or pre-settled status) and [international@bil.ac.uk](mailto:international@bil.ac.uk) for International students.

If you want to request a deferral **after** you have enrolled, you should contact our Academic Administration Team by email at: [academic.admin@bil.ac.uk](mailto:academic.admin@bil.ac.uk)

### 5.2 Institution deferral

An institution deferral is when we defer your start date because: (i) you have not satisfied all the conditions set out within your offer; or (ii) we have not had confirmation of your tuition fee funding from you, the SLC or your sponsor. Our Registry team will inform you of your deferred status and contact you to discuss a potential start date.

### 5.3 Consequences of a deferral

- **Home (including EU with settled or pre-settled status) student funded by the SLC:** we will inform the SLC. Your SLC application will be cancelled. We will not receive any tuition fee payments from the SLC. If you have already received a maintenance loan, grant or other payments from the SLC, the SLC may seek re-payment from you.
- **Home (including EU with settled or pre-settled status) student privately funded:** as set out in the Terms and Conditions, the Tuition Fee Deposit is non-refundable unless one of the exceptions set out in **Section 3.1** of the Terms and Conditions applies. If the Tuition Fee Deposit is not refundable, it may be used as payment towards the tuition fees for any subsequent course you take with us.

- **International students:** a deferral is not permissible if you hold a student visa. If you want to defer your studies, you will need to withdraw from the course (see **Section 3.4.1** above).

Note that all EU students are classed as International Students unless they already have a settled or pre-settled status in the UK.

## 5.4 Returning after a deferral

If you defer your start date **before** you have enrolled, our Admissions Department will contact you before your proposed return date to organise enrolment. Alternatively, you can contact the Admissions team by email at: [admissions@bil.ac.uk](mailto:admissions@bil.ac.uk).

If you defer your start date **after** you have enrolled, our Registry team will contact you before your proposed return date to organise enrolment. Alternatively, you can contact the Registry team by email at: [academic.admin@bil.ac.uk](mailto:academic.admin@bil.ac.uk)

If we defer your start date, your proposed new start date will be agreed with our Registry team. Registry will contact you before your proposed return date to organise enrolment. Alternatively, you can contact the Registry team by email to confirm your enrolment: [academic.admin@bil.ac.uk](mailto:academic.admin@bil.ac.uk)

## 6. Fitness to study

When there are concerns regarding a student's health or ability to continue the course, the awarding body allows Bloomsbury Institute to recommend that it is in the student's best interest that he/she:

- take a period of voluntary interruption
- be suspended for a stated period of time, with or without conditions for any subsequent return to study.

If the awarding partner's procedures are invoked, then for the return from such interruption the partner's processes will apply.

## 7. Related policies and procedures

- Engagement Policy
- Admissions Policy
- Pregnancy, Maternity and Parenting Guide
- Health, Wellbeing and Fitness to Study Policy (University of Northampton)
- Terms and Conditions
- Student Disciplinary Policy and Procedures
- University of Northampton Policy on the Suspension of Studies for Students
- University of Northampton Student Academic Engagement Policy
- Wrexham University Policy on the Suspension of Studies for Students
- Wrexham University Engagement Policy

## **8. Review of Withdrawal, Study Break/Suspension of Studies and Deferral Policy**

The Withdrawal, Study Break/Suspension of Studies and Deferral Policy will be reviewed annually by our Quality Assurance and Enhancement Committee (QAEC). Any amendments will be subject to approval by the Academic Committee.

## 9. Appendix 1: University of Northampton Course Withdrawal Form

### Course Withdrawal Form

#### Guidance notes

Before completing this form, you are advised to discuss your intention to withdraw from your studies with your Course Leader and the Finance team. If the reason for the intended withdrawal is not course related, then you are strongly advised to contact the Centre for Student Engagement, Wellbeing and Success (via Reception or by email to [sews@bil.ac.uk](mailto:sews@bil.ac.uk)), who can offer assistance relating to non-academic issues where such help and advice is available.

Our aim is to ensure that you make the right decision and, should you decide to withdraw, that your eligibility for future financial support for higher education study is not jeopardised.

If you do decide to withdraw from the course, we will need some information from you so that we are able to inform your course tutors, and, as appropriate, Student Loans Company, UK Visas & Immigration (UKVI) and other official agencies who require records to be amended.

Bloomsbury Institute students should complete and return the form via SSP.

#### Section 1 – Student information

**To be completed by the student. Please complete all sections below in block capitals.**

<b>Full Name</b>	
<b>Student ID Number (LON)</b>	
<b>UoN Registration Number</b>	
<b>Course Name</b>	
<b>Start Date</b>	

#### Section 2 – Reason for withdrawal

We would like to understand why you are planning to leave and whether in the future there is anything additional we could do to assist a student in your situation, in order to help them to stay.

This information will be used by the institution for statistical and institutional research purposes. Individuals will not be identified in any reports produced.

Please read through all of the choices listed below and then tick the one that is most relevant to you.

	<b>Reason</b>	<b>Please Tick ONE only</b>
<b>Course Academic Support and</b>	<b>Not academically prepared for institution study</b>	
	<b>Course content not what expected</b>	
	<b>Volume of work more than expected</b>	
	<b>Level of work more difficult than expected</b>	
	<b>Level of work easier than expected</b>	
	<b>Course had inadequate resources</b>	
	<b>Dislike methods of assessment</b>	
	<b>Lost touch with course and got behind with the assessment load</b>	
	<b>Dissatisfaction with the teaching on the course</b>	
	<b>Breakdown of staff/student relationship</b>	
	<b>Dissatisfaction with support from Course Leader/tutor</b>	
<b>Entered Employment</b>	<b>Starting a job/business (related to course)</b>	

	Reason	Please Tick ONE only
	Starting a job/business (not related to course)	
Equality Issues	Faced harassment, bullying or discrimination	
	Disability/additional needs not met	
Financial Issues	Problems with course fees	
	Problems with cost of living/cost of accommodation	
	Unable to face long term debts	
Health Issues	Health problems arising since start of course	
	Problems related to health issues in existence before starting the course	
	Pregnancy / Maternity	
Work Life Balance and Environment	Dissatisfaction with London as a place to live/study	
	Dissatisfaction with the campus and its facilities	
	Childcare arrangements	
	Difficulties travelling to place of study	
Personal Matters	Changed long term career plans	
	Family or relationship issues	
	Isolation/loneliness/didn't fit in at institution/homesickness	
Other	Transferring to another institution	
	Plan to restart year (approved restart)	
	Other reason not listed above (please write below)	

**Please provide additional comments regarding your reason for withdrawing below:**

### Section 3 – Transcripts and provisional results

Transcripts are only provided in relation to an Award issued by the University of Northampton. You may request a Provisional Results Record only after your grades have gone through the University of Northampton Award Board. If your withdrawal takes place before the University of Northampton Award Board, your grades will not be processed and therefore you will not be issued with a Transcript.

For further information, please contact your Academic Administrator.

## Section 4 – Information for International (sponsored) students

## Visa Information

- If you withdraw from the course, you will no longer be eligible for a student visa based on your studies at Bloomsbury Institute. Unless you are registered full-time at another approved institution, your visa will not be valid after your withdrawal, even if the visa's expiry date has not yet passed.

If your visa is not valid, you are advised to leave the UK or apply for another type of visa, if eligible.

- International sponsored students wishing to withdraw from their study should seek visa advice from the Compliance Team before returning this form.
- Please note that we will provide details of changes to your visa status to the UKVI.
- By signing this form, you are agreeing that the institution can share your permanent address with the UKVI to enable communication about your student visa. You are also agreeing to provide your travel plans for leaving the UK to Registry so that these can be submitted to the UKVI.

Please provide information regarding your plan to leave the UK in the space below, for example, flight details and date of departure or details of your new sponsor if you are switching your studies to another institution who will sponsor your Visa.

**Withdrawing from a course could have significant financial implications. Please contact our Finance Department if anything is unclear or you have any further queries.**

- If you are funded by a Student Loans Company (SLC), Bloomsbury Institute will normally only collect funds from SLC until the date of your withdrawal, the remainder of your outstanding fees you would become liable for. Please contact [fees@bil.ac.uk](mailto:fees@bil.ac.uk) for more information.
- If you are funding your studies privately, you will normally still be liable for the full tuition fee, please contact [fees@bil.ac.uk](mailto:fees@bil.ac.uk) for more information.

#### **Section 6 – Declaration and signature**

I, the undersigned, confirm that I have discussed and understood the financial implication outlined in Section 5 and that, in accordance with Bloomsbury Institute's Terms & Conditions, I may still be liable for the entire tuition fee despite withdrawing from my studies.

I understand that the official date of withdrawal is the date my signed form is received by the Academic Administrator, however, the withdrawal process may take up to 5 working days to complete.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**N.B. Please return this completed form on SSP and all Bloomsbury Institute ID cards and Birkbeck Library cards to Reception at Bedford Square. Without the return of these items, your withdrawal may not be finalised.**

**Office Use Only**

**Finance** informed: (Y / N)

**LTT / IT** informed for removal of e-learning accounts: (Y / N)

**Timetable** informed: (Y / N)

**University of Northampton** informed: (Y / N)

**UKVI** Notification Process: (Y / N)

Withdrawal logged and form processed, scanned and uploaded to student record on ORACLE: (Y / N)

Processed by (Academic Administrator): \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





**Section 3 – For international sponsored students only:**

The student has discussed this study break with me and been given the following advice:

ISS Staff name:

Signature:

Date:

**Section 4 – Student Declaration**

I understand that I may be asked to attend enrolment before the suggested start date to re-register on to the course prior to commencing studies, without which I may not be enrolled on to the new course.

International students on a Student Visa: I confirm that I am aware that this change could affect my immigration status in the UK and that Bloomsbury Institute is required to report status changes to UK Visas & Immigration.

I have discussed the financial implications with a member of the Finance team and by signing this form, I confirm that I am aware and understand how this may affect me in the future.

I understand that during a study break, I will not be engaging with the course, and that as a result I will not have access to relevant facilities. In addition, any approved Oyster cards will be cancelled, and I will have to re-apply on resumption of my course.

I understand and accept the implications of this request. I also understand that final approval will be subject to approval from the University of Northampton. I accept responsibility for any consequences of not acting on the advice I have been given (including advice for international sponsored students from Academic Administration team).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE:**

Academic Administrator Decision    Approved: ☐    Not Approved: ☐

Reason \_\_\_\_\_ for \_\_\_\_\_ decision:

.....

.....

.....

.....

Name: ..... Signature: .....

Date: .....

**Student Records Senior Team Leader – Final Approval**  
**Comments:**

**Confirmed Dates of Study Break:** ...../...../.....to ...../...../.....

**Name:** ..... **Signature:** ..... **Date:**.....

**OFFICE USE:**

Approval letter sent to student  
QLS amended  
Manager ☐

☐☐

**International Students**

Form signed by Compliance

Copy form sent to ISSS ☐

**Internal notification:**

Module Leaders  
Other Student Records  
Exams  
Placements  
Student Loan Co/bursaries

☐☐☐☐☐

# 11. Appendix 3: University of Northampton Deferral of Studies Application Form

## Deferral of Studies Application Form

### Guidance notes

A deferral is when your start date is postponed (up to a maximum of 12 months). A student deferral is when you request a later start date prior to, or within the first two weeks of, your course's advertised start date.

If you want to request a deferral before you have enrolled, you should contact our Admissions Department by email at: [admissions@bil.ac.uk](mailto:admissions@bil.ac.uk). If you want to request a deferral after you have enrolled, you should contact our Academic Administration Team by email at: [academic.admin@bil.ac.uk](mailto:academic.admin@bil.ac.uk).

It is recommended that you first discuss your intention with a member of both the SEWS and our Finance team before proceeding with any deferral requests.

### Section 1 – Student information

**To be completed by the student. Please complete all sections below in block capitals.**

Full Name	
Student ID Number (LON)	
UoN Registration Number	

### Section 2 – Course information

**To be completed by the student. Please complete all sections below in block capitals.**

Course Name	
Year of Course (i.e. 0, 1, 2, 3)	
When do you plan to start your studies? e.g. September 2024	
Fee payment method (Privately paying or SLC)	

### Section 3 – Reason for deferral

**To be completed by the student. Please complete all sections below in block capitals.**

--

Please state your reason for deferral. Please attach supporting evidence, if applicable along with your form.

**Section 4 – Declaration and signature**

**Section 5 – For office use only**

I understand that I may be asked to attend enrolment before the suggested start date to re-register on to the course prior to commencing my studies, without which I may not be enrolled on to the new course

International students on a student visa only: I confirm that I am aware that this change could affect my immigration status in the UK and that Bloomsbury Institute is required to report status changes to UK Visas & Immigration.

I have discussed the financial implications with a member of the Finance team and by signing this form, I confirm that I am aware and understand how this may affect me in the future.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**N.B. Once all sections are complete, please return this form to Academic Administration, via the Student Self-service Portal (SSP).**

## 12. Appendix 4: Wrexham University Withdrawal from Programme Form



### Thinking of leaving?

**To help you make an informed decision about withdrawing from the University please seek further advice**

A lot of students aren't aware of the support that is available for them and end up changing their mind after they leave. We might be able to support you academically, emotionally or help with your finances. There are always options available.

You are likely to be reading this if you have or are considering leaving Wrexham Glyndwr University. If you haven't already you will need to speak to your Personal Tutor and/or Programme Leader. In addition, staff in the Student and Campus Life Team can also support you. It is important that you talk to them before you make your final decision. If you are a WGU online student, please speak to your Student Success Coordinator.

There might be issues the Student and Campus Life Team can help you with before you withdraw from University such as funding, welfare, academic support, counselling and more. They can also help you think through the practical implications of withdrawing from University. You can either attend drop-in sessions or book an appointment.

### Feel like you are on the wrong course?

If you feel that your course is not the right one for you then you can speak to your **Personal Tutor or Programme Leader**. Send them an email and book in an appointment for further advice and a course transfer form.

### Are you struggling with academic work?

Visit **Academic Study Skills**: We offer workshops and support sessions in areas such as academic writing, effective note making and preparing for assignments. You can book appointments with academic skills tutors dedicated to helping deal with the practicalities of university work from mathematics support, time management, academic writing, Harvard referencing and IT skills. We can be found on the first floor of the Library in the Edward Llwyd Centre on the Plas Coch Campus. You can email via: [academicskills@glyndwr.ac.uk](mailto:academicskills@glyndwr.ac.uk) or call 07850 746003 and leave a message.

### Problems with your money/finance?

Visit the **Student Funding and Money Advice team**: The team might be able to offer you financial support, offer you advice on budgeting and will be able to talk you through the financial implications of withdrawing. Please contact the Student Funding and Money Advice team on: <https://students.glyndwr.ac.uk/>

### Financial Implications

If you are thinking of withdrawing from the university make sure you are aware of any financial implications that this might have, including maintenance loans and grants, future funding applications or your accommodation fees. The Student Funding and Money Advice team can help you understand these implications.

## Personal or Wellbeing problems?

All services can be access via: <https://students.glyndwr.ac.uk/>

Visit the **Health and Wellbeing Team**: The Health and Wellbeing Team are here for you if you start to feel overwhelmed with your own personal or wellbeing problems.

**Student Advisor - Health and Wellbeing**: The Student Advisor for Health and Wellbeing will be available to offer advice on a range of health and wellbeing subjects: from healthy eating; registering with a doctor's surgery; dealing with homesickness, loneliness, or general health and wellbeing issues; as well as being able to refer and provide information about outside agencies that might be able to help you.

**Counselling**: The counselling service offers the opportunity to think and talk in confidence about problems that concern you and are impacting on your life. This is offered through individual sessions with a trained counsellor.

**Chaplaincy team**: Our Chaplaincy is here to support you and to help you talk through whatever is on your mind. The chaplaincy team are there to support students of all faith or none.

## Accessibility or Learning Differences?

If you are struggling with a long term health condition, dyslexia, learning difference or mental health problem you might want to speak to one of our specialist advisors in the **Inclusion Team**.

You can contact the Inclusion Team on: <https://students.glyndwr.ac.uk/>

## Students' Union support

Your Students' Union Advice Centre can also assist you if you are considering withdrawing. They can provide you with advice and information that will be relevant to you. Work with you to develop solutions and possible courses of action. Signpost/refer you to more appropriate people or organisations if you require advice about an issue that is outside of their expertise. Your contact with the Advice Centre will remain entirely confidential and will not be disclosed to any other individual or organisation, including the University, without your express consent. The Advice Centre will also keep a confidential record of your visits.

The SU Advice Centre is open Monday-Friday 10:00am-4:00pm and you can book an appointment by calling 01978

293371 or emailing: [suadvice@glyndwr.ac.uk](mailto:suadvice@glyndwr.ac.uk)

## Sure about leaving?

If you have considered all options available to you and still wish to withdraw from the programme, then please complete the form on the following page and return to the [Student Administration team](#). Your record will then be updated and we will confirm to you via email in due course once your withdrawal has been processed.

## WITHDRAWAL FROM PROGRAMME FORM

If you wish to withdraw from your programme, please complete all sections of this form  
 Academic and return it to **Student Administration** -  
[studentadministration@glyndwr.ac.uk](mailto:studentadministration@glyndwr.ac.uk) year:

<b>1 - Student</b>			
Student number (from ID card):		Date of birth:	
First name:		Surname:	
Please identify your fee status:	<input type="checkbox"/> UK	<input type="checkbox"/> EU	<input type="checkbox"/> International <input type="checkbox"/> WGU online
<b>2 - Programme</b>			
Programme:		University course code:	Year of study:
<b>3 - Date of Withdrawal</b>		<input type="checkbox"/> Date as declared by student <i>OR</i> (if not available) <input type="checkbox"/> Date of last known attendance or engagement <i>OR</i> (if not available) <input type="checkbox"/> Date agreed by Programme Team ( <i>Please tick</i> ) <b>Note: Date given will determine WGU Tuition Fee and Student Loan liabilities</b>	
Please confirm if the University has offered support to you			
<b>Please identify your reason(s) for withdrawal:</b> please give as much detail as possible to help us understand why you wish to withdraw           			
<i>What support have you accessed?</i>		<input type="checkbox"/> Personal Tutor	<input type="checkbox"/> Counselling
<input type="checkbox"/> Student Health and Wellbeing	<input type="checkbox"/> Chaplaincy	<input type="checkbox"/> Students' Union	<input type="checkbox"/> Inclusion
<input type="checkbox"/> Careers and Employability	<input type="checkbox"/> Funding Money Advice	<input type="checkbox"/> Other (please state):	<input type="checkbox"/> Academic Study Skills
<b>4 - Student Declaration (where student is withdrawn for non-attendance student signature not required)</b>			
I understand that once the University has processed this form I will no longer be enrolled as a student of WGU			
Student signature:	<input type="checkbox"/>	Date:	
<b>5 - Noted by Programme Team (signature not required where student is requesting withdrawal from programme)</b>			
I note the request of withdrawal for the above named student			
Programme Leader name:		Date:	
Programme Leader signature:	<input type="checkbox"/>		
<b>6 - Immigration Compliance Approval (International Sponsored Students ONLY)</b>			
On behalf of the Immigration Compliance Office, I confirm that the student has been fully informed of the implications this withdrawal will have on his/her immigration status in the UK. The student has been told that the University may be obliged to report this withdrawal to the UKVI.			



Name:				Date:		
Signature:	<input type="checkbox"/>			(On behalf of the Immigration Compliance Office)		
SPSA use only		FT <input type="checkbox"/> / PT <input type="checkbox"/>		SPSA Staff Initials:		
		COC Required: Y <input type="checkbox"/> / N <input type="checkbox"/>		Date:		

**Mae'r ffurflen hon ar gael yn y Gymraeg/This form is available in Welsh**

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## 13. Appendix 5: Wrexham University Suspension of Studies Application Form

### SUSPENSION OF STUDIES

Academic year:

If you wish to suspend your studies, please complete all sections of this form and return it to **Student Administration** [studentadministration@glyndwr.ac.uk](mailto:studentadministration@glyndwr.ac.uk). Your suspension must be approved by your Programme

Leader or Student Success Coordinator (WU Online students only)

<b>1 - Student</b>			
Student number (from ID card):		Date of birth:	
First name:		Surname:	
<b>2 - Programme</b>			
Programme:			Level of study:
<b>3 - Suspension details</b> (both dates must be completed)			
Date of suspension:	<input type="checkbox"/> Date as declared by student <i>OR</i> (if not available) <input type="checkbox"/> Date of last known attendance or engagement <i>OR</i> (if not available) <input type="checkbox"/> Date agreed by Programme Team ( <i>Please tick</i> )		
Proposed date of return to programme:	<b>Note: Date given will determine WGU Tuition Fee and Student Loan liabilities</b>		
Please confirm if the University has offered support to you			
<b>Please identify your reason(s) for suspension:</b> please give as much detail as possible to help us understand why you wish to suspend			
What support have you accessed?	<input type="checkbox"/> Personal Tutor	<input type="checkbox"/> Counselling	<input type="checkbox"/> Inclusion
<input type="checkbox"/> Student Health and Wellbeing	<input type="checkbox"/> Chaplaincy	<input type="checkbox"/> Students' Union	<input type="checkbox"/> Academic Study Skills
<input type="checkbox"/> Careers and Employability	<input type="checkbox"/> Funding Money Advice	<input type="checkbox"/> Other (please state):	
Student signature:	<input type="checkbox"/>	Date:	
<b>IF STUDENT NOT AVAILABLE, PLEASE PROVIDE EVIDENCE AND ATTACH TO FORM</b>			
<b>4 - Academic approval</b> (must be completed for ALL students)			
How will the student be supported during suspension? (choose from drop down)			
PL or SSC Name		Date:	
Programme Leader or SSC signature:		<input type="checkbox"/>	
<b>5 - Immigration Compliance approval</b> (International Sponsored Students ONLY)			

On behalf of the Immigration Compliance Office, I confirm that the student has been fully informed of the implications this suspension will have on his/her immigration status in the UK. The student has been told that the University may be obliged to report this suspension to the UKVI.

Name:		Date:	
Signature:	<input type="checkbox"/>	(On behalf of the Immigration Compliance Office)	
SPSA use only	FT <input type="checkbox"/> / PT <input type="checkbox"/>	SPSA Staff Initials:	
	COC Required: Y <input type="checkbox"/> / N <input type="checkbox"/>	Date:	

**Mae'r ffurflen hon ar gael yn y Gymraeg/This form is available in Welsh**

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