

Withdrawal, Break in Study/Suspension of Studies, and Deferral Policy

2026-27

Index

<u>1.</u>	<u>Introduction</u>	<u>3</u>
<u>2.</u>	<u>Definitions</u>	<u>3</u>
<u>3.</u>	<u>Withdrawal</u>	<u>3</u>
3.1	Types of withdrawal	3
3.2	Procedure for voluntary withdrawal	4
3.3	Consequences of withdrawal	5
3.4	Returning after a withdrawal or intermediate award	6
<u>4.</u>	<u>Break in study /suspension of studies</u>	<u>7</u>
4.1	Overarching principles of a break in study/suspension of studies	7
4.2	Procedure for a break in study/suspension of studies	8
4.3	Consequences of a study break/suspension of studies	8
4.4	Returning after a break in study/suspension of studies	8
<u>5.</u>	<u>Deferral</u>	<u>8</u>
5.1	Voluntary deferral	8
5.2	Institution deferral	9
5.3	Consequences of a deferral	9
5.4	Returning after a deferral	9
<u>6.</u>	<u>Fitness to study</u>	<u>9</u>
<u>7.</u>	<u>Related policies and procedures</u>	<u>10</u>
<u>8.</u>	<u>Review of Withdrawal, Break in study/Suspension of Studies and Deferral Policy</u>	<u>10</u>

Committee Approval

Committee	Committee Action	Date
QAEC	Recommended approval	21 May 2025
Academic Committee	Approved	20 June 2025
	Date in force	1 August 2025
QAEC	Recommended approval	20 May 2026
Academic Committee	Approved	19 June 2026
	Date in force	22 June 2026

The Withdrawal, Break in Study/Suspension of Studies, and Deferral Policy will be reviewed annually by the Document Lead. Any significant changes beyond the scope of an annual review will require the approval of the Academic Committee acting on recommendation from the Quality Assurance and Enhancement 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, break in study/suspension of studies or deferral. Our awarding bodies have different approaches to processing withdrawal and break in study 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 [involuntary withdrawal].

Break in Study/Suspension of Studies

A break in study (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 and for this to be actioned, you will need to request a suspension. The University validating partner will have to formally approve the request.

Deferral

Deferral is a decision to **temporarily postpone the start of your studies**. 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 Student Engagement, Wellbeing and Success team (SEWS), to be sure that you are making an informed decision. 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 contact SEWS by email: sews@bil.ac.uk.

If you wish to withdraw, you must do so formally by completing our Course Withdrawal Form [Wrexham University students] or Student Status Amendment Form (for Withdrawal, Break in Study and Course Transfer requests) [Birkbeck students]. These forms are available on our [website](#)¹.

If you are an international student sponsored by us, then you must discuss your case with the Compliance Team (visa.compliance@bil.ac.uk) as withdrawal from a course automatically results in withdrawal of your visa sponsorship.

3.1.2 Withdrawal for non-engagement

Wrexham University students can be withdrawn if they have failed to show satisfactory engagement and/or progression on their programme. Please refer to [Wrexham University Student Academic Engagement Policy](#)² for more information.

¹ <https://www.bil.ac.uk/student-portal/student-forms/>

² <https://wrexham.ac.uk/academic-regulations-policies-and-procedures/>

Birkbeck University of London students can be withdrawn where it is identified that the student has little or no engagement with their programme. This can be in cases where applicants/students do not enrol, have very low attendance at their classes. Please refer to [Student Engagement and Attendance Policy](#)³ for more information.

3.1.3 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](#)⁴. Once a student is withdrawn, they will have no right to access or receive services at Bloomsbury Institute.

3.1.4 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 reserve the right to 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 not they can be withdrawn.

3.2 Procedure for voluntary withdrawal

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

Home Students

- Consult with Course Leader, SEWS and Finance.
- Complete the [Course Withdrawal Form](#)⁵ or [Student Status Amendment Form \(for Withdrawal, Break in Study and Course Transfer requests\)](#)⁶
- Return your Student ID card (if applicable) and Birkbeck Library card. Students enrolled from October 2022 onwards must return the laptop provided to them at the beginning of their studies as per our [Laptop Offer Terms and Conditions](#)⁷. This must be returned in person or via post to 7 Bedford Square London WC1B 3RA.

International Students requiring a Student Visa

- Consult with the Compliance Team
- Consult with Course Leader, SEWS and Finance
- Complete the [Course Withdrawal Form](#)⁸ or [Student Status Amendment Form \(for Withdrawal, Break in Study and Course Transfer requests\)](#)⁹
- Return your Student ID card (if applicable) and Birkbeck Library card.

International students must submit the form within 7 calendar days from the point they inform Bloomsbury Institute about the change in their immigration category. Failure to do so will authorise Bloomsbury Institute to withdraw students from the course as well as withdraw sponsorship. They will

³ <https://www.bil.ac.uk/qem/section-3/>

⁴ See www.bil.ac.uk/qem/policies/

⁵ <https://www.bil.ac.uk/student-services/forms/>

⁶ <https://www.bil.ac.uk/student-services/forms/>

⁷ <https://www.bil.ac.uk/qem/section-3/>

⁸ <https://www.bil.ac.uk/student-services/forms/>

⁹ <https://www.bil.ac.uk/student-services/forms/>

receive a confirmation email from relevant departments about the withdrawal, and they must respond by the given deadline, if they wish to continue with their studies.

Please note that international sponsored students who have consulted with our Compliance Team about withdrawing will be required to provide evidence of their successful return to their home country (i.e. flight ticket and stamped entry vignette).

3.3 Consequences of withdrawal

3.3.1 Voluntary withdrawal

As stated in Section 9 of our [Terms and Conditions](#)¹⁰, 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 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. Before a withdrawal is processed, our Compliance Team will be consulted to provide you with advice and guidance.

3.3.2 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 of this. Before a withdrawal is processed, our Compliance Team will contact you with advice and guidance.

¹⁰ <https://www.bil.ac.uk/qem/section-3/>

3.3.3 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, you will be liable to pay the full tuition fees for that year, 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. Before a withdrawal is processed, our Compliance Team will contact you to provide advice and guidance.

Withdrawal as a result of termination of studies due to disciplinary offence

A student may be withdrawn from their programme of study as the penalty for a disciplinary offence in line with our [Student Disciplinary Policy and Procedures](#)¹¹

Withdrawal as a result of not providing right to study evidence (non-sponsored students only)

We reserve the right to withdraw you if you fail to provide us with the right to study documentation as requested by the Compliance Team to demonstrate your entitlement to study.

3.4 Returning after a withdrawal or intermediate award

If you want to return to study a new 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.

Any application to return to study a course will be considered in accordance with our current [Admissions Policy](#)¹² and, where applicable, any relevant regulations, policies and procedures of our validating partner.

If you were withdrawn for financial reasons and wish to continue your studies, contact our Academic Administration Team academic.admin@bil.ac.uk to check eligibility and to discuss your return to studies.

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 and must re-apply through Admissions as a new student..

3.4.1 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 on the same programme unless they receive a positive academic appeal outcome against Board's termination decision.

3.4.2 Returning after intermediate award

An intermediate award is an award which a student can achieve after partial completion of a programme of study once they are no longer registered for that award or another award on which the completed

¹¹ <https://www.bil.ac.uk/qem/section-3/>

¹² <https://www.bil.ac.uk/qem/section-3/>

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 an intermediate award, all students who complete a stage and do not wish to continue their studies are considered eligible 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 because of a termination may apply to complete the final award subject to confirmation that the learning is still current. Such applications will be considered by the Admissions team.

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. Break in study /suspension of studies

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

Wrexham students can find more information in the [Suspension of Studies Policy](#)¹³ and Birkbeck, University of London students can find more information in the [Break in Study Policy](#)¹⁴.

Before applying for a break in study/suspension of studies, we would recommend that you first discuss with the SEWS team to be sure that you are making an informed decision. You can contact SEWS by email: sews@bil.ac.uk.

4.1 Overarching principles of a break in study/suspension of studies

- If circumstances such as illness or personal circumstances are causing severe disruption to a student's studies, they should consider taking a break in study/suspension of studies.
- Break in study/suspension of studies periods count towards the maximum registration period a student must complete their course. All credit and failures achieved to the date of the break are carried forward.
- A Break in study/suspension of studies is normally for a maximum period of one year for Wrexham University and two years for Birkbeck, University of London. If students cannot 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.

¹³ <https://wrexham.ac.uk/quality-and-regulations/academic-regulations-policies-and-procedures/>

¹⁴ <https://www.bil.ac.uk/qem/section-3/>

4.2 Procedure for a break in study/suspension of studies

Wrexham University students need to complete the [Suspension of Studies Form](#)¹⁵ and submit this to us via the Student Self-service Portal (SSP). Birkbeck University of London students need to complete the [Student Status Amendment Form \(for Withdrawal, Break in Study and Course Transfer requests\)](#)¹⁶.

Please ensure you read the relevant policy to find out how the break in study/ 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 break in study/suspension of studies and your expected date of return. Therefore, the SLC may suspend any future maintenance loan and tuition fee payments. These payments should 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 break in study/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 break in study/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 break in study/suspension of studies

The date for your return will be agreed between you and our Academic Administration team before you start your break in study/suspension of studies. Academic Administration will contact you before your proposed return date to organise re-enrolment. For any queries about returning, you can contact the Academic Administration team by email: academic.admin@bil.ac.uk.

In the case of a student returning after a break in study for maternity reasons, our Disability and Wellbeing Manager will contact the student prior to their scheduled return. to ensure they are supported.

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 for Home (including EU with settled or pre-settled status) and international@bil.ac.uk for International students.

¹⁵ <https://www.bil.ac.uk/student-services/forms/>

¹⁶ <https://www.bil.ac.uk/student-services/forms/>

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

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 Admissions 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 and 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 repayment from you.
- **Home (including EU with settled or pre-settled status) student privately funded:** as set out in the [Terms and Conditions](#)¹⁷, the tuition fee deposit is non-refundable unless any of the exceptions apply. 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.

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

If we defer your start date, your proposed new start date will be agreed with our Admissions team. Admissions 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.

6. Fitness to study

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

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

¹⁷ <https://www.bil.ac.uk/qem/section-3/>

If the awarding partner's procedures are invoked, then for the return from such interruption the awarding partner's processes will apply. Please see [Fitness to Study Policy](#)¹⁸ for Wrexham University students and [Wellness and Support Policy](#)¹⁹ for Birkbeck, University of London students.

7. Related policies and procedures

- Break In Study Policy (Birkbeck, University of London)
- Admissions Policy (Birkbeck, University of London Degrees)
- Fitness to Study Policy and Procedure (Wrexham University)
- Pregnancy, Maternity and Parenting Guide
- Suspension of Study Policy (Wrexham University)
- Student Disciplinary Policy and Procedures
- Student Academic Engagement Policy (Wrexham University)
- Student Engagement and Attendance Policy (Birkbeck, University of London)
- Terms and Conditions
- Wellness and Support Policy (Birkbeck, University of London)

8. Review of Withdrawal, Break in study/Suspension of Studies and Deferral Policy

This Withdrawal, Break in study/Suspension of Studies, and Deferral Policy will be reviewed annually by the Document Lead and submitted to the Quality department to determine whether the policy requires review by our Quality Assurance and Enhancement Committee and final approval of our Academic Committee.

¹⁸ <https://wrexham.ac.uk/quality-and-regulations/academic-regulations-policies-and-procedures/>

¹⁹ <https://www.bbk.ac.uk/professional-services/registry-services>