

## Withdrawal Policy

### 1. Scope and purpose

- 1.1 This policy applies to students following a higher education programme.
- 1.2 The purpose of this Student Withdrawal Policy is to establish a clear and supportive process for students who choose to discontinue their studies.

### 2. What is withdrawal?

- 2.1 Withdrawal is a permanent status and means that you:
  - 2.2 Have left Walbrook and are no longer studying on your programme
  - 2.3 Do not have student status and cannot claim to be a member of the institution
  - 2.4 Do not have access to any Walbrook facilities or services other than alumni support and access to information about your studies here
  - 2.5 Lose financial benefits associated with having student status
  - 2.6 Will not have a visa to be in the UK if you are an international student

### 3. If you are thinking about withdrawing

- 3.1 We recognise that there are circumstances in which you may think about permanently withdrawing from your programme. Reasons will be individual to your circumstances but may include challenges with studying, finances or personal commitments. You may also decide that the programme is not right for you.
- 3.2 Choosing to withdraw from your studies is a major decision, and we strongly advise that you talk to someone in the Student Support team or your Programme Leader if you are thinking about withdrawing to consider if withdrawing is your only option or if there is an alternative solution, such as a study break.
- 3.3 If you are studying on an apprentice programme, you should also talk with your employer.
- 3.4 There are several broader matters to consider if you are thinking about withdrawing. You can discuss these with Student Services:
- 3.5 **Student visa:** If you are an international student studying on a student visa, withdrawing from your programme will mean that the UK Home Office will not permit you to remain resident in the UK.
- 3.6 **Student Loan:** If you are receiving financial support via the Student Loans Company or another national funder, we are obliged to inform them of your withdrawal. You will no

longer receive financial support that is associated with your studies with us, and this means that you will need to have alternative ways of supporting yourself financially.

- 3.7 **Other financial support:** If you receive other forms of financial support (e.g. bursaries, other loans), these will likely stop if you are no longer a student and/or you may be obliged to repay some monies.
- 3.8 **Student status:** you will lose your student status which means that you will lose associated financial benefits such as Council Tax exemption and discounts on services and goods.
- 3.9 **Access to support services and wellbeing:** you will not have access to student support, facilities or other services offered by Walbrook so you will need to make alternative arrangements if you are dependent on what we provide.

## 4. Your decision to withdraw

- 4.1 If you decide to withdraw from Walbrook once you have worked through your options and plans, you will need to complete the [withdrawal form](#). The form will ask you for specific information and will provide you with details on how to submit it to us. The form will also provide information on whom you can contact should you need any support to complete it.
- 4.2 We will also require you to return any study materials where those have been provided to you as part of your programme.

## 5. Actions we take when you submit a withdrawal form

- 5.1 Once you submit a withdrawal form, we will take the following actions:
- 5.2 Record your withdrawal date as the date on which you inform us that you intend to withdraw.
- 5.3 Confirm any outstanding money owed to us in relation to Tuition Fees or any other relevant fees or fines.
- 5.4 Refund any monies owed to you (see Section 6 below).
- 5.5 If you are in receipt of any Walbrook-run bursaries or other financial support, you will be informed that those payments will stop and details of any money that you need to repay.
- 5.6 If you are in receipt of financial support through the Student Loan Company (SLC), we will inform them of your withdrawal. The SLC will confirm arrangements with you about your student loan payments and repayments.
- 5.7 Inform the UK Home Office if you are an international student studying on a student visa.
- 5.8 Close your access to Walbrook facilities and services within 14 calendar days of your withdrawal date.

- 5.9 Provide you with a transcript of your academic achievement to date where you have taken summative assessments.

## 6. Return of monies to you

- 6.1 We will only be able to consider any return of monies to you if you confirm your decision to withdraw by completing the withdrawal form.
- 6.2 In line with our terms and conditions, refund of tuition fees will be made on a pro-rata basis from the point of notification of your intention to withdraw. This means that if you withdraw part way through a module, you will be refunded pro-rata for the number of days remaining on that module. If you overpay in advance, you will be refunded the full amount, minus the fee due up until the date of notification.
- 6.3 You will not be eligible for return of monies if we decide to withdraw you (see Section 8).
- 6.4 We will return any overpayment of tuition fees that have been paid direct to us to the Student Loans Company.

## 7. Possible future return

- 7.1 If you decide in the future that you wish to return, you will need to re-apply and meet the relevant admissions requirements and the published tuition fees will apply. If you previously completed part of your programme and hold academic credit, it is possible that your existing learning may be recognised through our Recognition of Prior Learning Policy as part of the admissions process.

## 8. Our right to withdraw you

- 8.1 We can decide to withdraw your registration from Walbrook and may do so in the following circumstances:
- 8.2 Disciplinary action we may take in response to upheld cases of misconduct set out in the Student Misconduct and Disciplinary Policy or in the Academic Misconduct Policy.
- 8.3 If you are an international student and do not meet the UK Home Office requirements to study on a UK visa.
- 8.4 You have not met the academic requirements to progress on to the programme or for credit or an award to be made.
- 8.5 You have not met the attendance or engagement requirements relevant to your programme.
- 8.6 It is not possible for you to continue with your studies due to ill-health.
- 8.7 You do not pay fees or fines owing to us.

8.8 Other reasonable circumstances in which you do not comply with our policies or regulations.

## 9. Any questions?

9.1 Please contact the Quality, Policy and Regulations team or the named contacts in this document.

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