

<b>Procedure 4.13 Transfers, Suspensions, Withdrawals and Terminations</b>					
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## **Transfer, Suspension, Termination, Withdrawals, Closure and Change of HE Provision**

### **Transfers**

Students may be allowed to transfer between programmes with the agreement of the Academic Department if a legitimate reason is provided and the transfer is made at a reasonable time so as not to interrupt the course of studies. Students should discuss the matter with Head of Academic Administration, in the first instance and must apply in writing to the Academic Head. They must obtain approval from the Academic Head.

### **Suspension**

A student wishing to suspend their programme of study temporarily (e.g. because of personal, medical or financial difficulties, or to facilitate a change of programme) should discuss the matter with Head of Academic Administration, in the first instance and must apply in writing to the Academic Head. Once the decision has been taken to suspend the programme of study, the student should follow the procedures required by the Academy. Suspensions will normally be granted for a defined period not exceeding twelve months.

In determining the duration of any suspension and the most appropriate time for the student to return to study, due account will be taken of the structure of the programme as well as the student's needs. Where suspension is agreed for medical reasons, student will be required to provide medical certification of fitness to return to study. Students may apply to extend a period of suspension for further periods of up to twelve months at a time; however, suspensions covering periods greater than twenty-four months continuously will normally be granted only under the most exceptional circumstances. Students unable or unwilling to return to study after twenty-four months in suspension may be terminated of the programme.

### **Termination**

Termination of programme on the basis of the above shall be notified to the student by the Academic Head. A student recommended for termination of programme will have the right of appeal as outlined in the "Appeals" paragraph below.

## Withdrawals

A student who withdraws permanently from the Academy not having completed their programme will not be granted a refund unless their circumstance match those outlined in *Procedure 4.10 Refund of Tuition Fees*. Where a student ceases without notice to attend the Academy or participate in scheduled learning and teaching activities, or fails to return from an approved period of suspension without notice, the Academy shall take all reasonable steps to contact the student to confirm their intentions. Should the student fail to respond to such contact from the Academy, with reasonable notice, deem the student to have withdrawn from the Academy. A person deemed to have withdrawn ceases to be a student.

## Appeals

The Academy reserves the right to terminate at any time the programme of a student whose academic work proves unsatisfactory or whose level of attendance is unacceptable. Termination of programme shall be notified to the student by the Academic Department. The student may appeal against the decision set out in *Procedure 2.5 Complaints*

## Closure of Course / Academy

Student protection arrangements will be activated in the event of the following:

If the Academy can no longer deliver a programme for reasons of staffing, resources, or finance OR If a programme can no longer be delivered due to the withdrawal of approval by the awarding or validating body OR If the Academy ceases trading and can no longer deliver any educational programmes.

When the student protection arrangements are triggered, there will be two possible options. The first is that the Academy will liaise closely with one or two previously selected higher education providers to negotiate and arrange a smooth transfer of affected students onto appropriate alternative programmes. The second option, should transfer onto alternative programmes not be possible for any reason, is to arrange a refund of course fees, less appropriate and reasonable deductions, to affected students. ***It should be noted that fee refund arrangements will only apply in the case of the small number of higher education students not in receipt of SLC funding.***

The Academy will ensure that students are informed of the Student Protection Plan as part of their induction arrangements. Any students who may fall under the Plan's arrangements because one of the three trigger events is activated will be supported and assisted until a favourable outcome is achieved.

## Change of HE Provision

The Academy is committed to ongoing enhancement of programmes and student experience and as a result may wish to make changes to programme content. Where material changes (such as a number of changes to the structure or content of the programme) are made the Academy will draw these changes to the attention of students and prospective students as soon as possible.

Where material changes are made to programmes of study prior to enrolment, the Academy will contact prospective students to provide information and guidance to help them to take an informed decision on their course of action. This will include their right to seek entry to another programme within the Academy for which they may be qualified or to withdraw their application and seek entry to another institution.

In normal circumstances, material changes will not be made to a programme after enrolment, but if this is necessary students will be informed at the earliest opportunity of the changes and wherever possible their views will be taken into account.

The Academy will inform every registered student of any editorial, minor or major changes or variations no later than six weeks of the term preceding the term in which the change or variation shall take place. In the case of changes due to circumstances beyond the Academy's control (e.g. illness, sudden departure or death of a key staff); registered students will be informed as soon as practically possible

### **Change in Academy Regulations and Academy policies**

Similarly, the Academy may wish to make changes to programme regulations or policies. Changes to policies and regulations that affect students will normally come into effect at the start of an academic year and following the conclusion of approval processes.

The Academy will continue to make changes to programmes during the course of a student's studies in order to improve the quality, enhance the content, and meet the latest requirements of an accrediting body or awarding organisation or in response to student feedback. The Academy will consult with and/or inform students of these changes as appropriate.

Where continuation of study is not negatively impacted upon, it is unlikely that the updating of programme content, regulations and policies will result in the triggering of the Student Protection Plan.

### **Related Procedures:**

For information on deferring the start of the course, see *DAL Procedure 4.10 Refund of Tuition Fees*, 5.4 *Deferrals*. Procedure 4.10 *Refund of tuition fees* describes the limited circumstances under which individual students may seek a refund of part of their tuition fees.

*DAL Procedure 4.13 Student Protection Plan*