



## Lincoln Bishop University

### Document Administration

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**\*Please Note:** This document remains valid until formally revoked or replaced by the University.

## STUDENT WITHDRAWAL POLICY

### VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1.0	11 March 2026	Policy first introduced and approved by Senate.

## 1. PURPOSE AND SCOPE

- 1.1. The purpose of this policy is to confirm the definitions of the different types of withdrawal from the University, when each is used and the processes associated with them.

## 2. DEFINITIONS

- 2.1. **Voluntary withdrawal:** Where a student initiates their own withdrawal from studies at the University.
- 2.2. **Presumed withdrawal:** Where the University initiates a student's withdrawal from studies at the University, where there is reason to believe that the student has not been in attendance and has stopped engaging with their programme.
- 2.3. **Enforced withdrawal:** Where the student's enrolment at the University is withdrawn by the relevant Board of Examiners due to programme failure or due to low attendance and a lack of engagement with their programme of study.

## 3. LAST DATE OF ENGAGEMENT

- 3.1. The last date of engagement is defined as the date that the University can confirm the student last engaged with their academic studies.
- 3.2. When a voluntary or presumed withdrawal of enrolment is processed for a student, the last date of engagement is considered as the last date the student:
  - 3.2.1. attended teaching session (e.g. lectures, seminars, practicals, workshops, group work, presentations)
  - 3.2.2. submitted coursework and/or attended an examination/timed assessment
  - 3.2.3. engaged with learning resources on the virtual learning environment
  - 3.2.4. met or communicated with a member of staff on a course-related matter
  - 3.2.5. attended a placement
- 3.3. When an enforced withdrawal of enrolment due to programme failure is processed the student's last date of engagement is recorded as the date the enforced withdrawal was approved.

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- 3.4. To comply with Home Office UKVI Sponsor Licence requirements, the last date of engagement for international students is normally recorded as the date the student submits their withdrawal form.
- 3.5. For students who take a break in learning and then subsequently withdraw, the date they started the break will be recorded as the last date of engagement.

### **4. VOLUNTARY WITHDRAWAL PROCEDURE**

- 4.1. Students considering withdrawing should first discuss the matter with their personal tutor or appropriate advisor. Students at collaborative partner institutions should discuss this with the most suitable person at their institution.
- 4.2. Deciding to withdraw from the University has implications for future financial support for students. Further guidance can be sought from the Student Advice team.
- 4.3. The discussion may highlight that support may be available that means the student feels in a better position to continue with their studies. Alternatively, taking a break in learning may be considered rather than withdrawing from the University permanently.
- 4.4. Sponsored students on a Student Visa must contact the International Office before applying to discuss the implications of withdrawing from the University.
- 4.5. Following these discussions, if the student decides voluntarily withdrawing from the University is the best option for their circumstances, they should complete the 'Withdrawal' form available online.
- 4.6. The Faculty Administration Office will process the withdrawal from studies from the University and notify the Student Loans Company or other funding body, confirming the last date of engagement.
- 4.7. The International Office is notified of the withdrawal from studies from the University for a sponsored student on a Student Visa, and the student's visa will be curtailed.

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### **5. PRESUMED WITHDRAWAL PROCEDURE**

- 5.1. If the University has reason to believe that a student has not been attending or engaging with their studies, it may recommend that the student is presumed to have withdrawn. Normally 4 consecutive weeks of non-attendance or non-engagement will result in the presumed withdrawal procedure being initiated.
- 5.2. The Faculty Administration Office will contact the student to ascertain their intentions giving a deadline by which to respond (normally 10 days from the date of contact).
- 5.3. If the student does not reply within the specified period, the student will be presumed to have withdrawn and the student's enrolment will end.
- 5.4. The Faculty Administration Office will process the presumed withdrawal and notify the Student Loans Company or other funding body, confirming the last date of engagement.
- 5.5. For sponsored students on a Student Visa the presumed withdrawal procedure cannot be followed. Where appropriate, these students will be withdrawn from their studies under paragraph 2.3 where consecutive non-engagement has been raised as a concern as a result of the 'Student Attendance, Engagement & Absence Policy'.
- 5.6. If the student responds to confirm that they intend to carry on with their studies, the student must be invited to attend a Support to Study Stage 3 meeting to discuss their lack of attendance and engagement.

### **6. ENFORCED WITHDRAWAL PROCEDURE**

- 6.1. Enforced withdrawal may be recommended:
  - 6.1.1. By the Board of Examiners due to programme failure. These decisions are taken either at a scheduled meeting or by Chair's Action when a module result means the student has failed their programme and cannot continue.
  - 6.1.2. To the Board of Examiners from a Support to Study meeting if there are concerns about a student's attendance and/or engagement with their programme of study.
  - 6.1.3. To the Board of Examiners from a Professional Suitability meeting.
- 6.2. Enforced withdrawal due to programme failure is confirmed to the student by the Faculty Administration Office following a Board of Examiners meeting.



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- 6.3. The Faculty Administration Office will process the enforced withdrawal from the University and notify the Student Loans Company or other funding body.
- 6.4. The International Office is notified of the enforced withdrawal from studies from the University for sponsored Student Visa holding students, and the student's visa will be curtailed.

### **7. COLLABORATIVE PROVISION**

- 7.1. Franchise partner organisations will abide by this code. Non-franchised partner organisations are expected to have a procedure that is equivalent to that of the University.