**Student Withdrawal Policy and Procedures**

1. **Introduction**

The purpose of this policy is to outline the procedure to be followed for processing student attending fulltime provision on the following Courses:

* BA Hons with Foundation Professional & Commercial Dance - 4 Years
* BA Hons Professional & Commercial Dance – 3 years
* BA Hons Musical Theatre – 3 years
* FDA Professional & Commercial Dance – 2 years
* FDA Musical Theatre – 2 years
* FDA Street & Hip Hop Vernacular Dance – 2 years
* BA Hons Professional & Commerical Dance Top up – 1 year
* BA Hons Musical Theatre Top up – 1 year
* BA Hons Street Dance Artistry & Hip Hop Theatre – 1 year
* MA Professional & Commercial Dance – 1 year
* MA Dance (Specialist Title) - 1 year
* PGCE (M) Post Graduate Certification in Education 14+ Dance – Lower 2nd Class Honours Degree - 1 year

This policy applies to those who wish to either withdraw from Shockout Arts or defer their enrolment after they have enrolled on a course, or those students who are excluded from the course by Shockout Arts.

* 1. Students who defer or withdraw their place before they are enrolled should be processed in accordance with the University of Bolton’s withdrawal policy.

1. **Withdrawal and Deferral Procedure**
   1. If a student is thinking of withdrawing from Shockout Arts, they should arrange to see a member of the student support team to discuss the situation and identify any possible solutions. All avenues for helping the student to stay must be explored fully.
   2. If the reason is because of a change in financial circumstances the Vice-Principal will raise the matter at the appropriate Finance meeting.
   3. If it is due to other personal reasons appropriate support may be identified. This could include a student support plan, modified timetable or other suitable interventions.
   4. If a student still wishes to withdraw, they must speak to the student support team to complete a UOB withdrawal form.
   5. The Student Support team will check and upload to the student portal and send to senior management for authorisation. Only senior management can authorise withdrawals, deferrals and expulsion.
   6. The withdrawal form will then be sent to the Off-campus division at UoB. A copy will be placed on the student file.
   7. The student will be advised that Shockout Arts have a duty of care to inform Student Finance of their withdrawal, and this will be done by UoB. If a student leaves in the middle of a term, they will be informed that they will have to repay fees.
2. **Expulsion Procedure**
   1. If a student is excluded from Shockout Arts then the above procedure will still apply.

Related Policy

Disciplinary