**Student Withdrawal Policy and Procedures**

1. **Introduction**

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

* 1. Students who defer or withdraw their place before they are enrolled should be processed in accordance with the University of Bolton’s or Bolton College withdrawal policy.
1. **Withdrawal and Deferral Procedure**
	1. If a student is thinking of withdrawing from Shockout, 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, a member of the student support team, will contact senior management who 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 or Bolton College withdrawal form.
	5. The Student Support team will check 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 or Bolton College. A copy will be placed on the student file.
	7. The student will be advised that Shockout 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. This does not apply to those on the BTEC courses.
2. **Expulsion Procedure**
	1. If a student is excluded from Shockout then the above procedure will still apply.

Related Policy

Student non-academic conduct and disciplinary policy and procedure