

# **Shockout Arts – Student Withdrawal Policy and Procedure**

## **Academic Year: 2025 - 2026**

### **1. Policy Statement**

Shockout Arts is committed to supporting students throughout their studies and recognises that, in some circumstances, a student may wish to withdraw, defer, or be required to leave their programme.

This policy outlines the formal process to be followed for all withdrawals, deferrals, or exclusions to ensure clarity, transparency, and compliance with institutional and validating body requirements.

### **2. Scope**

This policy applies to all students enrolled on full-time programmes delivered by Shockout Arts, including but not limited to:

<b>Programme Title</b>	<b>Duration</b>
Btec professional & Commercial Dance	2 years
Btec Hip Hop	2 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
CertHe Professional & Commercial Dance	1 year
BA (Hons) Professional & Commercial 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) Postgraduate Certificate in Education (14+ Dance)	1 year

This procedure applies to:

- Students who wish to **withdraw** or **defer** their enrolment after starting their course.

- Students who are **excluded** from their programme by Shockout Arts.

Students who withdraw **prior to enrolment** are processed in accordance with the **University of Greater Manchester (UoGM) Withdrawal Policy**.

### **3. Aims of the Policy**

This policy aims to:

- Provide a clear and supportive framework for managing withdrawals, deferrals, and exclusions.
- Ensure all students are offered appropriate advice and support before final decisions are made.
- Ensure accurate and timely reporting to the University of Greater Manchester and Student Finance England.
- Protect the interests and wellbeing of both students and staff.

### **4. Principles**

4.1- All students considering withdrawal or deferral will be treated **fairly, confidentially, and with sensitivity**.

4.2- Students will be encouraged to discuss their situation with the **Student Support Team** before making a final decision.

4.3- All possible **supportive interventions** (e.g., counselling, SEND support, timetable adjustments) must be explored first.

4.4- Only **senior management** (Principal, Vice Principal, or authorised delegate) can approve withdrawals, deferrals, or exclusions.

4.5 -All withdrawals and deferrals will be formally recorded and reported to **UoGM Off-Campus Division** and **Student Finance England**.

### **5. Withdrawal and Deferral Procedure**

#### **5.1 Initial Discussion**

5.1 -A student considering withdrawal must first arrange a meeting with the **Student Support Team**.

5.2 -The purpose of the meeting is to:

5.2.1-Explore the reasons for withdrawal.

5.2.2 -Identify possible solutions or alternatives (e.g., support plans, temporary adjustments).

5.2.3 -Ensure the student understands all academic and financial implications.

### 5.3 Financial or Personal Circumstances

- If withdrawal is due to **financial hardship**, the **Vice Principal (Students)** will raise the issue at the next appropriate **Finance Meeting** to explore potential support options.
- If related to **personal, health, or wellbeing issues**, appropriate support may include:
  - A **Fitness to Study** discussion or support plan.
  - Referral to **counselling** or **SEND services**.
  - Adjustment to study timetable or workload.

### 5.4 Completion of Withdrawal Form

If the student confirms their decision to withdraw or defer:

5.4.1 - The **Student Support Team** will assist in completing a **UoGM Withdrawal/Deferral Form**.

5.4.2 -The form will be:

- a. Checked and uploaded to the student's portal.
- b. Forwarded to **Senior Management** for authorisation.

5.4.3 Only **Senior Management** can approve:

- c. Withdrawals
- d. Deferrals
- e. Expulsions

### 5.4 Notification and Record Keeping

- Once authorised, the form is submitted to the **UoGM Off-Campus Division**.
- A copy is securely stored in the **student's file**.
- The student is informed that:
  - Shockout Arts has a **duty of care** to inform **Student Finance England** of the withdrawal.
  - **Fee liability** may apply if withdrawal occurs mid-term.

## **6. Expulsion Procedure**

If a student is **excluded or expelled** from Shockout Arts, the same process outlined in **Section 5** will apply.

The Student Support Team will:

- Complete the **UoGM Withdrawal Form** on behalf of the student.
- Ensure records are accurately maintained and all relevant departments (Safeguarding, Finance, Academic Registry) are informed.
- Provide clear written confirmation of the decision, including the right to appeal or request reconsideration under the **Shockout Disciplinary Policy**.

## **7. Related Policies and Documents**

<b>Related Policy / Procedure</b>	<b>Purpose / Link</b>
Fitness to Study Policy	Provides support framework for students with wellbeing concerns
Disciplinary Policy	Outlines behaviour expectations and exclusion process
Safeguarding Policy	Ensures duty of care and protection of students
SEND Policy	Details support for students with disabilities or learning needs
Student Finance Procedures	Explains financial implications of withdrawal or deferral

## **8. Policy Governance**

<b>Policy Owner</b>	<b>Vice Principal (Students)</b>
<b>Approved by</b>	Senior Leadership Team
<b>Next Review Date</b>	July 2026
<b>Linked Institution</b>	University of Greater Manchester (UoGM)
<b>Document Version</b>	1.0 (2025–2026 Edition)