

# STUDENT WITHDRAWAL AND INTERMITTENCE POLICY

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V2	June 2022 AcBo	Scheduled review	Head of Student Records, Data, and Systems	Biennially and as required
V1.0	Sept 2020 AcBo	Annual review	Registrar	Biennially and as required
<b>Related policies</b>				
<ul style="list-style-type: none"> <li>• Terms and Conditions for students on accredited programmes</li> <li>• Attendance Policy and Procedure</li> <li>• Academic Regulations</li> <li>• Fees policy</li> <li>• Appeals policy</li> </ul>				
<b>External Reference</b>				
<ol style="list-style-type: none"> <li>1. CMA – advice on consumer protection law ICMP has taken reasonable care to ensure that CMA guidance is understood and demonstrated in the contract between ICMP and the student.</li> <li>2. UK Quality Code for Higher Education, Advice and Guidance: Enabling Student Achievement It is a core practice that the provider supports all students to achieve successful academic and professional outcomes. ICMP’s withdrawal and intermittence policy ensures that where possible, students considering withdrawal are supported to achieve instead.</li> </ol>				

## 1. Definitions

Awarding Partner or Body	The academic body providing the formal award on any particular programme.
Intermittence or intermit	Where a student takes taking a break from studies and intends to return the programme at a point in the future. Sometimes referred to as temporary withdrawal, suspension, absence, interruption, intermission
Programme	Any MA, MMus, BMus, BA, CertHE or HNC programme taught at ICMP or any other diploma or certificate programme which leads to a recognised higher education award.
Programme Leader (PL)	The academic lead for your chosen programme as notified to you at Induction.
Terms	These Terms and Conditions
We, us, or our	The Institute of Contemporary Music Performance (ICMP).
Withdrawal or withdraw	Where a student fully leaves the programme with no intention of returning and is therefore no longer a student of ICMP.

### 1. Purpose

- 1.1. This policy details the principles surrounding how ICMP support students who withdraw from their programme or intermit their studies;
- 1.2. This policy provides a framework for responding to withdrawal and intermittence requests initiated by students.
- 1.3. This policy provides a procedure for students and staff to follow to ensure that the individual concerned is fully supported throughout this process.
- 1.4. ICMP will ensure that information and guidance is provided to students so that they can make an informed choice. This may include information regarding:
  - 1.4.1. Academic options available to them (dependent on date of proposed withdrawal and regulations);
  - 1.4.2. Support available to them which may help them to consider whether withdrawal or intermittence is their best option;
  - 1.4.3. How withdrawal may affect their current and future funding for study;
  - 1.4.4. The costs incurred at the time of the withdrawal and how these would be recovered;
  - 1.4.5. The impact for students studying in the UK on a Student Visa.

### 2. Scope

- 2.1. This policy and procedure will apply to all ICMP students enrolled and studying ICMP Higher Education programmes.
- 2.2. Some elements of this policy will only apply to students studying for an ICMP award. Students who are studying for an award from a partner institution or alternative awarding body may be governed by the partner/awarding body's regulations and therefore this document may not apply in full.

### 3. When is this policy applied?

- 3.1. This policy will be applied when a student withdraws, initiates a request to withdraw, intermits from their programme, or resumes from an intermittence.

#### **4. Policy**

- 4.1. ICMP appreciates that there are a wide range of circumstances where a student may wish to withdraw or intermit from their studies.
- 4.2. This decision may impact upon the student's ability to gain an award from the awarding partner, their ability to undertake future study or draw upon future loan support.
- 4.3. ICMP wants all students to understand the full implications of any decision to ensure they make informed choices. This includes not only any financial implications of withdrawal but also, for example, that there may be alternative exit awards available for withdrawing students.
- 4.4. ICMP encourages students to discuss any changes to their studies with their Programme Leader in the first instance. This may lead to a further discussion with specialist support staff.
- 4.5. ICMP will aim to ensure the student is aware of and has considered the short and longer-term implications of withdrawing either temporarily or permanently, and the full range of options open to them.
- 4.6. ICMP will provide information, advice, guidance, and support to help students to make the right decisions for them.
- 4.7. ICMP may notify any of the following (as applicable) of any student intermittence or withdrawal in line with our obligations as a Higher Education Provider:
  - 4.7.1. The Student Loans Company, Student Finance England/Wales/NI/SAAS
  - 4.7.2. UKVI if for students studying in the UK on a Student visa – this will result in the withdrawal of sponsorship
  - 4.7.3. A financial sponsor where applicable
  - 4.7.4. Parent(s) or legal guardian for students under 18 years old
  - 4.7.5. Any relevant authority (e.g., NHS, Transport for London, Local Council, a student's bank or HM Revenue and Customs).

#### **5. Intermittence**

- 5.1. Intermittence is not a student right and is subject to approval by the Programme Leader and/or Registrar.
- 5.2. The maximum period of intermittence is defined in the Academic Regulations. Students who are studying for an award from a partner institution or alternative awarding body may have a different maximum period of intermittence. Students will be advised of this during discussion with their Programme Leader.
- 5.3. Students will only be permitted a period of intermittence after they have accrued credit i.e., once completed assessments have been marked and ratified by an assessment board. For most students, this will mean from the second semester in their first year. Students wishing to intermit in the first semester of their first year will instead be advised to permanently withdraw from the programme and re-apply for the next academic year.
- 5.4. Applications for intermittence are not normally be considered within 6 weeks of the end of the academic year. Students will be advised to apply for extenuating circumstances instead.

- 5.5. Without a formal application to intermit, a student will continue to be considered enrolled, and therefore will be liable for tuition fees.
- 5.6. Requests for short periods of intermittence e.g., less than one academic year, will not normally be considered.
- 5.7. Retrospective requests for intermittences will not normally be considered unless exceptional circumstances apply.
- 5.8. Once an intermittence has been confirmed, the student is no longer permitted to attend classes, submit assessments, or use ICMP facilities however access to student systems will be maintained ie emails, user accounts. Once the student has resumed, they can re-join their classes.
- 5.9. The following are some examples of circumstances that might be acceptable reasons for intermittence:
  - 5.9.1. Changing medical circumstances, accident or disability (for example debilitating illness, long-term illness, broken limbs restricting mobility or functional capability, mental health problems, extensive hospital treatment etc.)
  - 5.9.2. Death or serious illness of a close relative or friend
  - 5.9.3. Childbirth
  - 5.9.4. Bankruptcy or serious financial problems
  - 5.9.5. Personal/family problems
  - 5.9.6. Involvement in prolonged legal case
  - 5.9.7. Employment
- 5.10. Poor marks or a failure to engage in a programme are not acceptable reasons for intermittence.
- 5.11. All applications to intermit studies should be accompanied by supporting evidence.
- 5.12. In some circumstances, ICMP may exceptionally decide to enforce an intermittence. This may be due to financial, disciplinary, or fitness to study reasons. Students will be fully informed of the process and will be advised on the criteria to be met to resume their studies. Students may wish to appeal this decision by following the [relevant process](#).

## **6. Intermittence procedure**

- 6.1. Students should make an appointment with their Programme Leader, or any senior academic in their absence, when they are considering withdrawing or intermitting. The Finance team can advise students at this stage of the financial implications of intermitting.
- 6.2. At this meeting, students should be receptive to any alternative plans that may be presented. Students may be directed to additional support services should they wish to seek further advice.
- 6.3. An intermittence form will be completed at this meeting by the Programme Leader. This form confirms the date of intermittence, reason for intermittence, and expected resumption date. The form is sent to the Academic Registrar for approval, and then shared by Programme Administrators with staff in Finance, Student Data, Technology Enhanced Learning, and Wellbeing for the purposes

of updating student records and external parties as detailed in paragraph 4.7, as well as providing support and guidance to the student where required.

- 6.4. Students are required return all ICMP property. ICMP reserves the right to issue an invoice to recover the cost of all unreturned property.
- 6.5. Students should provide ICMP with an expected resumption date. This will normally be at the start of a semester, not midway through. It may be recommended that a student should resume at the beginning of an academic year to repeat the year in full.
- 6.6. Students studying in the UK on a Student visa will be required to return to their home country within 60 days of formally intermitting from their programme. We also ask that students provide evidence of this – either the re-entry stamp in the passport on return to their home country and/or a copy of a flight ticket.

## **7. Resumption of studies**

- 7.1. Before the start of the next academic year, there will be a range of communications sent to all students about their return to studies. Students resuming their studies after an intermittence will be included in these communications.
- 7.2. Students are strongly encouraged to engage with the Wellbeing team, Programme Administrators, and/or Programme Leaders before resuming their studies.
- 7.3. Some students may be asked to provide additional evidence to support a return to study.
- 7.4. Students resuming from an intermittence at the beginning of an academic year will be required to re-register. Students who do not re-register will be withdrawn from their programme.
- 7.5. If a student is not able to resume, they should either apply for a further period of intermittence or apply to permanently withdraw.
- 7.6. Students should plan in advance to resume their studies in relation to applying for a student loan, or requesting a new CAS in the case of students requiring a Student visa.

## **8. Withdrawal**

- 8.1. A student can request a withdrawal at any time of the year. It may be deemed more appropriate for a student to withdraw rather than intermit based on circumstances.
- 8.2. ICMP will act fairly and consider a student withdrawn and no longer a member of ICMP once a withdrawal form has been fully completed or the point at which the withdrawal was agreed with the Programme Leader. The date of withdrawal will be the date the student initiated the withdrawal process.
- 8.3. A withdrawn student may be eligible for an intermediate/exit award. The student will be advised of this before withdrawing.
- 8.4. Without a formal application to withdraw, a student will continue to be considered enrolled, and therefore will be liable for tuition fees.

- 8.5. Retrospective requests for withdrawals will not normally be considered unless exceptional circumstances apply.
- 8.6. Once a withdrawal has been confirmed, the student is no longer permitted to attend classes, submit assessments, or use ICMP facilities nor will they retain access to student systems ie emails, user accounts.
- 8.7. In some circumstances, ICMP may exceptionally decide to enforce a institution initiated withdrawal (“Exclusion”). This may be due to financial, disciplinary, or fitness to study reasons. Students will be fully informed of the process. Students may wish to appeal this decision by following the [relevant process](#). Students will not normally be permitted to be reinstated on any course at the ICMP following an institution initiated withdrawal.

## **9. Withdrawal procedure – students in attendance**

- 9.1. Students should make an appointment with their Programme Leader, or any senior academic in their absence, when they are considering withdrawing or intermitting. The Finance team can advise students at this stage of the financial implications of withdrawing.
- 9.2. At this meeting, students should be receptive to any alternative plans that may be presented. Students may be directed to additional support services should they wish to seek further advice.
- 9.3. A withdrawal form will be completed at this meeting by the Programme Leader. This form confirms the date of withdrawal, reason for intermittence, and expected resumption date. The form is sent to the Academic Registrar for approval, and then shared by Programme Administrators with staff in Finance, Student Data, Technology Enhanced Learning, and Wellbeing for the purposes of updating student records and external parties as detailed in paragraph 4.7, as well as providing support and guidance to the student where required.
- 9.4. Students are required return all ICMP property. ICMP reserves the right to issue an invoice to recover the cost of all unreturned property. Students who have withdrawn are required to return their ICMP ID card.
- 9.5. Students who are studying in the UK on a Student visa should inform us if they plan to enrol at another institution or if they intend to leave the UK. Once we have notified UKVI of a student withdrawal, we will no longer sponsor them as a student. This means the student’s visa becomes invalid.
  - 9.5.1. If the student plans to leave the UK, they must do so within 60 days of formally withdrawing from the programme. Students should provide evidence of this – either the re-entry stamp in the passport on return to their home country and/or a copy of a flight ticket.
  - 9.5.2. If the student plans to enrol at another institution, they must obtain a visa for that new institution.

## **10. Withdrawal procedure – students not in attendance**

- 10.1. Students are expected to have full attendance and to engage with their studies. Where attendance falls below expected levels ICMP will take into consideration other indications of engagement and, where necessary, apply our Attendance Policy and Procedure.

- 10.2. Under the [Attendance Policy and Procedure](#), ICMP may determine that a student's attendance and/or engagement falls below levels where they can reasonably be expected to successfully complete their studies. Such students will be considered to have withdrawn.
- 10.3. Where ICMP determines that a student will be considered to have withdrawn, ICMP will write to that student setting out the decision made and the reasons for it.
- 10.4. Where a student is considered to have withdrawn for inadequate attendance, the date of withdrawal will be taken as the last date on which attendance is recorded.

## **11. Implications of intermittence or withdrawal**

- 11.1. Students should be aware that intermittences and withdrawals can have a wide-ranging impact on a variety of areas and should ensure they discuss implications with staff at ICMP before deciding to intermit or withdraw. Such implications may include:
  - 11.1.1. Tuition fee liability. The date of an intermittence or withdrawal can have a significant impact on the remaining fee liability for the academic year – students may remain liable for all or part of their fees. For more information, see the [Debtor policy](#).
  - 11.1.2. Student Loan. Students are likely to be re-assessed for eligibility for loans or grants from Student Loan Company, Student Finance England/Wales/NI, or the Students Award Agency for Scotland. This may lead to a shortfall between the tuition fee liability and the amount received by ICMP from the above organisations which students will remain liable for. It is possible the above organisations may request repayment of any overpayment of maintenance immediately.
  - 11.1.3. Student visa. ICMP is obliged to notify the UKVI of any changes to a Student visa. Intermittences and withdrawals will normally result in sponsorship for a Student visa being withdrawn, and a student will be required to leave the UK within 60 days.
  - 11.1.4. Access to ICMP facilities. Once withdrawn, a student is no longer eligible to access and use ICMP facilities.
  - 11.1.5. Council tax exemption and other student discounts/benefits.