

FOLICY / PROCEDURE TITLE		DATE OF APPROVAL
HE Withdrawal Policy		October 2024
APPROVED BY	VERSION NO.	VALID UNTIL
NCG HE Academic Board	1	October 2027

OWNER	Assistant Director HE Student Records		
GROUP EXECUTIVE LEAD	Principal Newcastle College, Executive Lead HE		
DOCUMENT TYPE	Policy <input checked="" type="checkbox"/>	Group Procedure <input type="checkbox"/>	Local Procedure <input type="checkbox"/>
PURPOSE	The purpose of this policy is to set out NCG's approach to withdrawals in higher education.		
APPLICABLE TO	All NCG students, employees and higher education partnership employees.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	1. This policy outlines NCG's approach to higher education withdrawals		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on HE withdrawals, know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> • NCG HE Academic Regulations. • HE Tuition Fees Policy. • NCG Suspension of Studies Process. • NCG HE Mitigation Policy. • NCG Recognition of Prior Learning Policy. • NCG HE At Risk Process. • NCG International Attendance and Engagement Policy • NCG UKVI Compliance Policy
KEYWORDS	<ul style="list-style-type: none"> • Withdrawal

	<ul style="list-style-type: none"> Higher Education
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Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA3 - Does the proposed policy/processes contain any language/terms/references/phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA 6 - How do you know that the above is correct?	Consultation has been carried out with relevant colleagues within NCG and with a higher education (HE) committee within our HE deliberative structure, which includes HE student representation.		

1.0 GENERAL POLICY STATEMENT

1.1 This policy outlines the procedures for withdrawing a student from an NCG higher education programme. It provides guidance on the implications of withdrawal, the process to be followed, and the support available to students considering this option.

1.2 The policy applies to all higher education students enrolled at NCG colleges and franchised partnerships.

2.0 DEFINITIONS

- **2.1 Withdrawal:** The formal process by which a student discontinues their studies before completing their programme.
- **2.2 Suspension of Studies:** A temporary pause in studies, with the intention of returning to the programme at a later date (usually the following academic year) (Not applicable to International Students).
- **2.3 Tactical Suspension:** A withdrawal reported to the Student Finance England (SFE) when a student has disengaged, this triggers a letter from SFE to the student to advise any maintenance payments to the student will be stopped due to lack of engagement. If the student then reengages, the financial support from SFE can be resumed. (Not applicable to International Students).

3.0 REASONS FOR WITHDRAWAL

3.1 Students may consider withdrawing from their studies for a variety of reasons. A full list of acceptable withdrawal codes is listed below.

Withdrawal Code	Reason
ANON	Student Never Attended
WTBL	Temporary Break in Learning (HE Apprentices only)
WEMP	Gained Employment
WERR	Data Error (Must have a corresponding enrolment)
WDNR	Student did not return for subsequent year
WCCI	Child or Care Issues
WCWP	Change in Work Patterns
WDEF	Deferred/Suspension of Studies (Must have a Suspension of Studies form)
WFIN	Financial Reasons
WFPI	Family/Personal Issues
WGTAP	Gone to another provider
WHLT	Health Reasons
WMOV	Moved out of the area
WUNS	Course unsuitable
WDEC	Student Deceased

4.0 IMPLICATIONS OF WITHDRAWAL

4.1 Before deciding to withdraw, students should consider the following implications:

4.2 Academic Record

- Withdrawal may affect the student's academic record, including the awarding of credits and qualifications.

4.3 Tuition Fees

- The student may still be liable for a portion of their tuition fees, depending on the timing of the withdrawal.

4.4 Student Loans

- Withdrawal may affect the student's entitlement to student loans and other financial support.

4.5 Visa Status (for international students)

- Withdrawal may affect the visa status of international students, potentially leading to the requirement to leave the UK.

5.0 WITHDRAWAL PROCESS

5.1 Initial Consultation

- Students considering withdrawal should first speak with their Programme/Course Leader to discuss their reasons and explore alternative options, such as academic support, mitigating circumstances, counselling, or suspension of studies.

5.2 Submission of Withdrawal Request

- If a student decides to proceed with withdrawal, the staff member must complete and submit a Withdrawal Request Form via Staff Advantage.

5.3 Review of Request

- The request will be reviewed by the relevant Head of Curriculum (or equivalent) before being sent to the Director of Faculty (or equivalent) for final approval.

5.4 Finalisation of Withdrawal

- Upon approval, the student's withdrawal will be processed by the relevant administrative team. The student will be provided with a Withdrawal Confirmation Letter, which outlines the effective date of withdrawal and any implications for their academic record. The template can be found in Appendix A.

6.0 RE-ADMISSION FOLLOWING WITHDRAWAL

6.1 Students who have permanently withdrawn and later wish to return to their studies in a different academic year must apply through the standard admissions process. Re-admission is not guaranteed and will be subject to availability and academic requirements. Students

may be able to apply for Recognition of Prior Learning for the credits they have achieved prior to withdrawal but this will be reviewed on a case-by-case basis.

7.0 RELATED POLICIES

7.1 This policy should be read in conjunction with the following NCG policies:

- NCG Tuition Fee Policy (not applicable to Partnerships).
- NCG Academic Regulations.
- NCG Suspension of Studies Process.
- NCG HE Mitigation Policy.
- NCG Recognition of Prior Learning Policy.
- NCG HE At Risk Process.

8.0 TUITION FEES

8.1 The fees associated with withdrawing from a higher education programme at NCG typically depend on the timing of the withdrawal and the specific terms outlined in the tuition fee policy. Below is an overview of the types of fees that apply:

8.2 Timing of Withdrawal:

- **Before the Start of the Academic Year:** If a student withdraws before the start of the academic year, they will not be liable for any tuition fees and will be withdrawn using the ANON withdrawal code.
- **Within the First Two Weeks (Cooling-Off Period):** NCGs cooling-off period is the first two weeks of term. If a student withdraws during this period, they will not be charged tuition fees, however, they may have already received their first maintenance loan payment from Student Finance or Student Awards Agency Scotland (SAAS). If this is the case, the student must be made aware that they will need to pay this back to SFE or SAAS immediately.
- **After the Cooling-Off Period:** If a student withdraws after the cooling-off period but before the end of the term, they may be liable for a proportion of the tuition fees depending on the liability points outlined in 8.1.1 below.
- **Mid-Year Withdrawal:** If a student withdraws after the second liability point, they will be charged 50% of the course fee.
- **Full-Year Liability:** If the student withdraws after liability point 3, they will be charged 100% of the course fee for that year.

8.3 Liability Points

All Students

- Liability Point 1 – Start Date + 2 Weeks (following cooling off period).
- Liability Point 2 – First Date of Second Term*

- Liability Point 3 – First Date of Third Term*

*Use of the word 'term' in place of 'semester' is to keep in line with Student Finance England guidance.

8.4 Student Loans and Financial Support

8.4.1 Repayment of Loans: Students who withdraw may be required to start repaying their student loans earlier than anticipated, depending on the terms of the loan agreement.

8.4.2 Overpayments: If the student has received more financial support than they are entitled to due to withdrawal, they may need to repay any overpaid amounts.

9.0 OTHER FEES

9.1 Withdrawal Processing Fee:

- NCG does not charge an administrative fee for processing withdrawals.

9.2 Transcript and Certification Fees:

- If a student requests a transcript following withdrawal, they will not be charged a fee. Students that withdraw are not eligible for an NCG certificate unless they have been awarded a contained award or letter of credit for the credits that they have studied prior to withdrawal.

9.3 Library and Other Fines

- Any outstanding library fines, equipment return fees, or other institutional fees must be paid in full by the student before the withdrawal is processed.

10.0 STAFF ADVANTAGE WITHDRAWAL

10.1 All withdrawals should be processed via Staff Advantage. A training document can be found in the link included in Appendix B. If any issues arise, please report this to the Servicedesk. If staff are unsure of how to use Staff Advantage for withdrawals, please contact the Assistant Director HE Student Records to discuss.

10.2 For Partnership withdrawals, we would expect an electronic version of the NCG withdrawal form is to be completed, signed off and sent to the HEPartnershipAdmin@ncgrp.co.uk email address.

11.0 INTERNATIONAL WITHDRAWALS

11.1 International student withdrawals must be approved by the NCG International Compliance Officer before being processed, so that we can be sure we are complying with the terms of the UKVI licence. Any withdrawal forms for international students received by NCUC HE Admin are to be forwarded to the NCG International Compliance Officer before processing in Unit-e. Refer to [NCG UKVI Compliance Policy *ncg-international-attendance-policy.pdf*](#) for further information.

12.0 ENGAGEMENT OF STUDIES

12.1 Academic engagement in HE at NCG is characterised by students' regular attendance, active participation in learning activities (both in person and online), independent learning, genuine attempts at assessments and timely submission, engaging with feedback, critical thinking, and regular interaction with faculty, peers, and academic resources. It is supported by the use of virtual learning platforms, access to academic services, participation in research, and adherence to academic standards and integrity.

12.2 A student that disengages with the programme and is non-contactable for a period of 4 consecutive weeks should be withdrawn or alternatively processed with SFE as a tactical suspension.

12.3 Students that continue to engage with the programme but do not submit any work within the set deadlines will require a discussion with their programme leader to review whether mitigating circumstances apply. If mitigating circumstances do not apply, the student should be directed to the relevant academic support team. If a student continues to not submit work/miss deadlines, they may be required to withdraw due to academic failure.