Withdrawals, Interruption of Studies, and Transfer Policy (BNU Registered Students)

Version 10.0

Approved by the Board of Governors

Last Amendment: October 2026

The following sets out the School's policy and procedures for withdrawing students from study programmes before completion. It also sets out the procedures for approving and managing students' deferrals and transfers to other study programmes. It has been compiled with due regard for requirements of *England's Regulatory Framework for Higher Education,* in particular the need to ensure that students are supported to achieve successful academic and professional outcomes.

These procedures do not apply to applicants who have not completed the enrolment process, or who are unsuccessful in their application to study with the School.

DOCUMENT INFORMATION

Document owner(s)*: Head of Registry

Date of next review: September 2027

Document Status: IN USE

Dissemination: For general publication

*The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the School.

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1. DEFINITIONS

1.1. *"Withdrawal"* refers to the cessation of study on a particular programme with no intention of continuing at a later date. Withdrawal from a study programme can be initiated at any time, by either the student or by the School. In most cases this would mean that the student is unable to return within the original registration period, either three years, or four years dependent on the course they are withdrawing from.

1.2. *"Deferral" also known as "interruption of studies"* refers to a delay in a student's enrolment/commencement of a programme of study, until a later semester/year. The minimum length of deferral which can be accepted is 12 months, and the maximum length is 24 months.

1.3. *"Interruption / Intermission"* refers to a temporary break from studies where the student plans to resume their studies at a future date.

1.4. *"Resumption of Study"* refers to the commencement of a study programme following a deferred start or a period of interruption/intermission.

1.5. *"Internal Transfer"* refers to the process of a student moving from one programme of study to another. This may be to start another programme, or to join a programme at an advanced stage where a student has sufficient academic credits and met the enrolment rules permit this.

1.6. *"Awarding body"* refers to a higher education provider with degree awarding powers. LSST delivers programmes under award validation and franchise agreements with recognised university partners; procedures for reviewing and approving withdrawals, deferrals and transfers may therefore vary between programmes, depending on the programme's awarding body.

1.7. *"Exit Award" r*efers to any partial award that may be given where the student has not achieved sufficient credits to claim the full award sought although, has successfully completed some components. Students who have been awarded an exit award, will be sent a certificate and academic transcript of results. A student may withdraw or be withdrawn from their programme with an exit award, which may include a:

1.8. Certificate of Higher Education (CertHE)

1.8.1. A CertHE is awarded after one year of full-time study (or equivalent) at a university or other higher education provider.

1.8.2. If a student has been awarded a CertHE, they will have obtained 120 credits at Level 4 on the National Qualifications Framework (or over 120 but less than 240 credits) and have confirmed fails in their assessment record that prohibit further progression toward obtaining the intended degree or award.

1.9. Diploma of Higher Education (DipHE)

1.9.1. A DipHE is awarded after two years of full-time study (or equivalent) at a university or other higher education provider.

1.9.2. If a student has been awarded a DipHE, they will have obtained 240 credits at Level 5 on the National Qualifications Framework (or over 240 but less than 300 credits) and have confirmed fails in their assessment record that prohibit further progression toward obtaining the intended degree or award.

1.10. Ordinary Degree (ORD)

1.10.1. An ORD can be awarded after three years of full-time study (or equivalent) at a university or other higher education provider.

1.10.2. If a student has been awarded an ORD, they will have obtained 300 credits at Level 6 on the National Qualifications Framework (or over 300 but less than 360 credits).

1.11. Students who have been awarded an exit award, will be sent a certificate and academic transcript of results.

1.12. Where the term Registrar is referenced in this policy, this includes the authorised nominee from the Registry department. In most cases, this will be the Assistant Registrar and/or assigned registry officer.

2. PRINCIPLES

2.1. Those processing withdrawals, deferrals/interruptions of study and transfers at LSST will be guided by the following principles:

- The School will consult with all students seeking to withdraw, interrupt their studies or transfer to another course and/or provider to ensure they fully understand the academic and financial implications.

- The School will ensure that students seeking to withdraw, interrupt their studies or transfer have exhausted all available student support options and reasonable adjustments have been considered prior to committing to proceed with the withdrawal/interruption of studies.

- The School will respect a student's decision to voluntarily withdraw from a programme or transfer to another provider without exerting undue pressure to remain and will readily assist the student in proceeding.

- Where a student leaves their programme before completion, the School will ensure they receive any exit award that may be due to them, as well as a transcript of their achievement to date from the awarding body.

- Where the School seeks to withdraw a student from a programme, it will do so only as a last resort when all possible remedial interventions and attempts at reconciliation have been exhausted.

- All procedures for involuntary withdrawal will give the student in question the opportunity to present their case to the deciding panel by completing and submitting

an appeal with relevant supporting evidence. Please refer to the School's *Appeals Policy - Buckinghamshire New University* for further detail on this process.

- Where LSST has taken a decision to withdraw a student, the student will be notified of their right of appeal and how to submit an appeal. Please refer to the School's *Appeals Policy - Buckinghamshire New University* for further detail on this process.

- In circumstances where the student has paid tuition fee in excess of the duration that they were enrolled LSST will determine the overpayment amount and make effort to refund this to the student, or hold the funds for a student's future study should a return to study be agreed. In equal measure, the student remains liable to the awarding body or LSST for the payment of any fees that are due for the study period, dependent on the point of withdrawal or study interruption during the academic year. Furthermore, any entitlement a student may have for grants, bursaries, and/or loans on the basis of their enrolment on the programme of study will be stopped once their request has been processed.

- For a student to officially request withdrawal, interruption of studies or course transfer, the necessary forms must be completed correctly and submitted directly to Registry or to their campus student support team who will inform Registry on their behalf. Should the necessary forms not be completed and submitted by the student, no action will be taken and the student will remain active and enrolled on their current course. As an active student they will remain liable to any tuition fees incurred, and must adhere to the engagement, attendance and submission requirements of the course.

- Student initiated withdrawals, interruption of studies or transfers cannot be backdated and will be processed from the date of signature on the form which must align with the date the form is received by Registry and/or Student Support teams. Only in exceptional circumstances will a different date be considered and, in most cases, extensive evidence will be required to accompany the request.

- All student-initiated withdrawals, interruption of studies and transfers, are subject to approval by LSST, and the awarding body BNU. Until confirmation of approval by official letter and/or email has been received, the student remains active on their current programme of study and must adhere to the engagement and financial requirements of the course.

- Students are encouraged to contact their Personal Academic Tutor (PAT), and the relevant support team should they find themselves experiencing circumstances which prevent them from engaging in their studies. The following support services are available to students:

Department	Support Offered	Contact Details
Student Support Centre	Support, information, advice and general guidance with all	Aston Campus - astonsupport@lsst.ac

	aspects of the course.	E&C Campus - ecstudentsupport@lsst.ac Luton Campus - lutonstudentsupport@lsst.ac Wembley Campus - wembleystudentsupport@lsst.ac Stratford Campus: stratfordstudentsupport@lsst.ac
Academic Support Centre	Support, information, advice and general guidance with all aspects of the course.	Aston Campus - academicsupport.birmingham@lsst.ac E&C Campus - academicsupport.ec@lsst.ac Luton Campus - academicsupport.luton@lsst.ac Wembley Campus - academicsupport.wembley@lsst.ac Stratford Campus - academicsupport.stratford@lsst.ac
Student Finance Department	For support with fees, funding and instalment plans.	studentfinance@lsst.ac
Careers & Employability Team	Professional advice to help progress your employability aspirations and goals.	careers@lsst.ac
Student Wellbeing Team	Provide guidance and support on managing student life and your health and wellbeing.	studentwellbeing@lsst.ac
Personal Academic Tutor (PAT)	Independent Learning and Personal Development Planning	Please contact your academic support team if you do not have your PAT's details.
Student Union Centre	For independent advice and guidance regarding your studies.	Please contact using the online form found here https://www.lsst.ac/su/
Registry Department	Assistance and guidance with all course processes, including policies,	registry@lsst.ac

	procedures, and student record keeping.	
Course/Programme Leader	For guidance with academic issues relating to the course and your study experience.	Please contact registry if you do not have these details.

3. WITHDRAWAL FROM STUDY

3.1. Where the Student Initiates Withdrawal

3.1.1. If a student is contemplating withdrawing, the School will make every effort to offer appropriate advice and to make enquiries as to whether any additional assistance could be provided that would enable the student to continue on the programme. Students are advised to speak to Student Support, and their PAT in the first instance for advice regarding further assistance which may be available. It is at this stage that students should also seek advice regarding the academic and financial implications of such a decision.

3.1.2. If, after consulting Student Support, the student decides to proceed with the withdrawal, they must complete the BNU Withdrawal Crib Sheet, and BNU Withdrawal Form and submit it to Student Support; the form can be downloaded from the Student Portal, LSST Connect, and/or completed online using the LSST E-form System. Alternatively, students may visit their campus students support office for assistance during operational hours. Both forms must be completed in full, providing detail of the reasonable adjustments and/or alternative solutions considered. On the forms the student should also include the member of staff or team consulted prior to deciding to withdraw.

3.1.3. All students who are not enrolled on a Buckinghamshire New University validated programme, should consult the Interruption of Studies, Transfer and Withdrawals Policy relevant to their programme and awarding body. This policy only applies to students registered on a Buckinghamshire New University programme/course.

3.2. Where the School Initiates Withdrawal

3.2.1. The School may initiate the process of withdrawing a student in the event that:

- The student has failed to progress academically, and all assessment opportunities have been exhausted.

- The student has failed to satisfy LSST's attendance and/or engagement requirements https://www.lsst.ac/wp-content/uploads/Student-Attendance-Monitoring-Policy-and-Procedures.pdf of the course.

- The student has repeatedly and/or severely breached the School's code of conduct, particularly where this pertains to the health, safety and wellbeing of the student and/or other individuals.

- The student has failed to return from a period of interrupted/deferred study.
- The student has failed to enrol or re-enrol with the awarding body.
- The student has not paid their tuition fees and failed to take reasonable steps to address the outstanding balance.
- The student has provided false or misleading evidence in connection with their application, registration, or at any other time, which after fair investigation remains a justifiable cause for withdrawal.

  Note: The above examples are not exhaustive.

3.3. Consequences of Withdrawal

3.3.1. Any student withdrawing from their programme of study should take into consideration the following consequences of withdrawal:

- Their registration with LSST and the awarding body shall be terminated, and they shall no longer be a registered student of either institution.
- Students who are withdrawn are no longer permitted to access property, services, or facilities of the awarding body or the School with the exception of areas which are signposted as being accessible to members of the public.
- The School will duly process records with awarding bodies, other external bodies, any regulatory or governing body or other agencies will be notified. For the purpose of the student's record, the date of withdrawal will be the same as the date the decision to withdraw is made or the date provided on the relevant form, unless evidence is readily available to confirm an earlier date. Continuing students who are withdrawn due to failure to enrol with the awarding body, will be withdrawn from the end date of the previous academic year for which they successfully completed enrolment.
- Students must take into consideration and refer to Student Support for guidance on the implications of withdrawal on their student loan and their finances. Students who are in receipt of funding from Student Finance England (SFE) are encouraged to contact SFE directly, to understand how this decision may impact their present financial status, and their eligibility to receive funding in future.

4. INTERRUPTION OF STUDIES

4.1. Students are permitted to interrupt their studies for a minimum of one calendar year (12 months) and a maximum to two calendar years (24 months). A student may choose to interrupt their studies for 12-months and apply for a further 12-month extension. Alternatively, a student may choose to apply for the full 24-month interruption in the first

instance. The student must contact their PAT, Student Support and Academic Support teams to request an interruption or an extension to an interruption already in place. All interruption requests are provisional until approved by the awarding body BNU.

4.2. Should a student wish to take a break from their studies for a greater period than 24 months, they will need to complete self-withdrawal. Students wishing to return to their studies after withdrawal can apply through LSST readmission. For further information regarding readmission, please speak admissions team on the campus you wish to apply to or consult the LSST website.

4.3. Students who have interrupted their studies will not be permitted to engage with any assessments, examinations, or other graded course components during the period of interruption. It is important that students requesting interruption are fully aware of the academic implications of this decision and should discuss these with their PAT prior to requesting interruption.

4.4. Any assessments and/or examinations which took place prior to the student's interruption of studies date will remain in place upon their return. Any grades achieved and/or non-submissions prior to interruption will stand upon resumption of studies. On return to the course, students are not permitted to retake any assessments or examinations which took place prior to the interruption.

4.5. Students will be expected to return at the agreed resumption of studies date in the next academic year during their same intake to complete enrolment and SLC application. A student's resumption of studies date will be no less than 12 months and no greater than 24 months from their original interruption of studies date.

4.6. Students will resume their studies 12 or 24 months from their agreed interruption of studies date, dependent the length of interruption in place.

4.7. All finance will be paused and recalculated by SLC according to their agreed interruption of studies date and resumption of studies date.

4.8. It is important that students remain in contact with the School during their interruption period and engage with correspondence sent by the school regarding their course and status. Students are entitled to seek support while on interruption of studies, for academic and pastoral matters to allow them to prepare for their return to studies. The access to support and systems available will be limited to that which is relevant and necessary to students on an interruption of studies. Students can receive access to academic support staff, online library services, disability and wellbeing support, student finance guidance and registry services as appropriate.

4.9. On resumption of study, student re-enrolment will be subject to course/programme availability, curriculum and the rules and regulations in place at the point of their return. Please refer to the Registration and Certification Procedure for more information.

4.10. An interruption of studies will be actioned from the date that the form is signed and submitted to LSST Student Support and/or Registry departments. An interruption of studies cannot be backdated, and any form received with a deferral date earlier than the date the form is received by the Student Support and/or Registry department will be rejected.

4.11. The minimum period of interruption is one calendar year and the maximum is two calendar years.

4.12. Circumstances that could be grounds for deferral shall be the same as those for mitigation and shall include the following:

- Physical or mental ill-health.
- Severe financial hardship.
- Emotional/personal difficulties, e.g., bereavement.
- Disability, e.g., where a student's disability comes to light for the first time at the assessment.
- Unavoidable absence from the School, e.g., Work commitments/requirements of employer.
- Unavoidable absence from domicile, e.g., eviction.
- Other serious circumstances which could not be foreseen by the student.

Note: The above examples are for illustration only and not intended to be definitive or exhaustive.

4.13. Students will not be able to defer modules only. Where a student is unable to attend their module and/or submit for assessment although, will be able to submit at the next assessment point, they should refer to the School's *Mitigating Circumstances Policy*.

4.14. Students may apply to defer their studies by filling in and submitting a *BNU Interruption of Studies Form* to Student Support. The form can be downloaded from the Student Portal; LSST Connect, and/or completed online using the LSST E-form System. Alternatively, students may visit their campus students support office for assistance during operational hours.

4.15. The School, and/or awarding body deferral process records the student's deferral status and calculates the student or Student Loan Company (SLC) element of the tuition fee for refund purposes or to carry forward. In circumstances where students have a split fee liability between the Student Loans Company and the student, any refund due of any balance of fees paid by the student in excess of the reduced fee will be carried forward and credited to the next registration period. If the student or SLC element of the fee is greater than the fee paid at the point of suspension, the student will be liable for immediate payment of the outstanding amount. Failure to pay will prevent the student re-joining the programme.

5. RESUMPTION OF STUDY

5.1. The date of resumption is agreed between the student and the School at the time of the application to interrupt. Students will be provided with a letter at the point of interruption stating the agreed deadline to confirm their intention to resume their studies. Students who fail to communicate to LSST their intension to return by the given date, will be automatically withdrawn by the School.

5.2. To confirm their intension to return to studies, students must complete the LSST "Confirmation of Return to Studies" form and the BNU Connect enrolment task for the academic year in which they are due to resume their studies. The "Confirmation of Return to Studies" form will be emailed to students prior to their resumption of studies deadline by the registry department and must be completed and submitted back to registry before the agreed resumption of studies date. In addition, students must enroll on BNU Connect to confirm their return to studies with the awarding body. For more information and guidance regarding enrolment and registration with BNU please see the *LSST Registration and Enrolment Policy*. Failure to complete both mandatory tasks, will result in the student being withdrawn from their studies by LSST.

5.3. On resumption of study, where the student is liable for the fee, the student will be invoiced the full tuition fee for the academic session, plus any repeat fee applicable, with a discount applied equal to the tuition fee charged for the period of study prior to the interruption. Where the student is SLC funded, a new Financial Assessment letter will be required for the fee due at the point of resumption.

5.4. All assessment and examination marking, and subsequent gradings, undertaken prior to the interruption of studies date, will be brought forward to the new academic year regardless of whether the assessment mark was a pass, a fail or a non-submission.

5.5. Upon resumption of study students are expected to engage with any upcoming examining or assessments following their return. Students must remain in contact with their academic tutors to ensure they are aware of the submission deadlines upon their return from interruption and should access the support services to prepare accordingly.

5.6. For students in receipt of funding from SFE, their student finance payments will only resume from the agreed student resumption date. If a student has interrupted their studies late in the academic year, after the final payment, they may not be entitled to funding for the reminder of the course year on which they resume. Students are encouraged to seek guidance on the financial considerations of interruption so they can plan accordingly.

6. WITHDRAWAL FOLLOWING DEFERRAL

6.1. Students who wish to self-withdraw following the period of deferral should notify Student Support of their intention to do so. Students who fail to complete the LSST "Confirmation of Return to Studies" form and the BNU Connect enrolment task for the relevant academic year by the given deadline, will automatically be withdrawn by the Registry Department.

7. COURSE TRANSFER

7.1. Students who wish to transfer to another BNU course are encouraged to make an application prior to the start of a new academic stage or level to the Registry Department to ensure the best chance of their request being considered. Course transfer in most cases is only available to students commencing on level 3, or level 4 of their studies.

7.2. Students who wish to transfer after the commencement of their new academic stage or level, can do so within the first three weeks of the start date of their academic stage, but their application may be rejected due to limiting factors, such as course availability and class size. The student should be aware that they may need to consider transferring to another campus to have their request accommodated due to course and timetable availability.

7.3. All transfer applications are initially reviewed by the Registry department. Registry will examine the transfer application carefully, taking into account class size, course availability, student course level, and other relevant factors, in particular, whether the transfer is in the best interest of the student. The Admissions department will also be consulted to ensure that the student meets the applicant criteria for the course they wish to transfer to. Students are encouraged to discuss their intent to transfer with their PAT prior to sending their request to the registry department.

7.4. The student will be required to attend a formal interview with the new course programme leader or campus team lead to discuss their intent and academic suitability to transfer. In order to assess this, prior to this interview, the student will be asked to provide their most up-to-date curriculum vitae and personal statement. The course programme leader may assign a member of the senior academic team on campus to conduct the interview on their behalf should they see fit.

7.5. Students who transfer to a new course may be subject to additional eligibility checks and/or applicant requirements which differ from those of the course they are moving from. Should the student not meet the eligibility requirements of the new course their transfer request may be rejected, and they will need to fulfil these criteria, where possible, to reapply for the course at a later date. Any additional expenses or resources needed to do so would be the responsibility of the student. The School and awarding body will not be liable for any additional fees incurred or resources needed by the student.

7.6. If permission is given for the transfer, the student agrees to undertake additional studies themselves to enable them to catch up with the course within a reasonable time; e.g., 4 weeks. This should be agreed between the course leader/senior campus academic staff and student at the point of interview.

7.7. Should a student's transfer be accepted and registry will complete the process, and from the point of process completion the student will be required to adhere to the regulations and requirements associated with the new course. As part of the process registry will formally notify the awarding body BNU.

7.8. If the result of the transfer entails moving to a course where the fees are reduced, a proportionate discount or refund may be given. If the result of the transfer entails moving to a course where the fees are increased, additional fees to cover the balance will apply.

7.9. Students studying at LSST under the BNU partnership will only be entitled to transfer to other courses provided by BNU at LSST. Students are not able to transfer between courses linked to other awarding bodies. Should a student wish to transfer to a course not provided by BNU at LSST, they must withdraw and follow the usual admission routes. Where a student wishes to transfer to another institution, including becoming a direct student of BNU, the following applies:

- Any transfer requested will be treated as a Student Initiated Withdrawal and as such must follow the relevant process (this is inclusive of any process involving tuition fees).

- The new institution would be the entity responsible for assessing any accreditation for prior learning.

- Where a student has passed modules on the relevant programme of study, an academic transcript of the completion of said modules would be provided by the awarding body. If the student has passed and completed all the required modules for any given exit award, certification will be awarded by the awarding body. As such for all University validated programmes; a Certificate of Higher Education (level 4, 1st year of degree programme), or a Diploma of Higher Education (level 5, upon 2nd year completion of a degree programme) would be awarded.

8. CAMPUS TRANSFER

8.1. Students who wish to transfer to another LSST Campus are encouraged to make an application prior to the start of a new academic stage or level to the Registry Department to ensure the best chance of their request being considered.

8.2. Students who wish to transfer campus after the commencement of their new academic stage or level, can do so within the first three weeks of the start date of their academic stage, but their application may be rejected due to limiting factors, such as course availability and class size. Campus transfers may be considered at other stages of the academic year depending on the student's reason for doing so. The Registry department reserve the right to request further information regarding the transfer request and in some cases relevant supporting evidence. Students can request campus transfer once per academic year. However, exceptions may be made at the discretion of the Registry department on a case-by-case basis.

8.3. All transfer applications are initially reviewed by the Registry department. Registry will examine the transfer application carefully, taking into account class size, course availability at another Campus and other relevant factors, in particular, whether the transfer is in the best interest of the student.

9. TIMETABLES AND TIMETABLE TRANSFERS

9.1. Students who wish to transfer to another timetable are encouraged to make an application prior to the start of a new academic stage or level to the Registry Department to ensure the best chance of their request being considered.

9.2. Students who wish to transfer timetable after the commencement of their new academic stage or level, can do so within the first three weeks of the start date of their academic stage, but their application may be rejected due to limiting factors, such as timetable availability and class size. Timetable transfers may be considered at other stages of the academic year depending on the student's reason for doing so. The registry department reserve the right to request further information regarding the transfer request and in some cases relevant supporting evidence.

9.3. All transfer applications are initially reviewed by the Registry department. Registry will examine the transfer application carefully, taking into account the class size, course availability at another Campus and other relevant factors, in particular, whether the transfer is in the best interest of the student.

9.4. Student timetables are available on a first come, first serve basis. While every effort is made by Registry to ensure students receive their requested timetable, students are not guaranteed their requested timetable throughout every stage of their course. Timetable schedules vary between cohorts, courses and levels. Students who are granted repeat/retake opportunity for the BNU Exam Board for a course level will be placed on the timetables available on the previous level cohort they are joining which may differ from the timetable they were previously were enrolled on. Furthermore, new students who apply and are admitted late on the course (after the course start date) may receive an alternative timetable to the one they requested initially at admission due to timetable availability and class sizes. Students who are unable to attend their given timetable should contact Registry and/or Student Support at the first instance so that they can review any alternative options available to them.

9.5. Student should not attend a timetable which has not been issued to them. For example, a student who is unable to attend their Tuesday classes one week should not attend another student's Friday class. Timetables are issued in set blocks e.g., Monday & Tuesday or Thursday & Friday which vary between campuses. In this example a student could not chose to attend Monday & Friday, as they must remain in their issued set block, Monday & Tuesday. Students who are having trouble committing to their timetable block must inform Registry and Attendance at the first instance as continued non-attendance may lead to withdrawal.

10. PREGNANCY, MATERNITY/PATERNITY LEAVE

10.1. The School will endeavour to provide appropriate support, where reasonable and possible, to students who are pregnant to allow them to continue on their chosen course. Where this is not possible, due to health, safety and wellbeing risks to mother and/or child appropriate guidance and support will be given by the School regarding interruption of studies and leave of absence. It is the responsibility of the student to declare to the School their pregnancy and/or intent to take paternity or maternity leave.

10.2. To allow the school to provide the support necessary during the students pregnancy, the student will be invited to attend a pregnancy interview and undertake a risk assessment by student support team and the operations manager on campus. Two forms must be completed, *Form 1: Student Risk Assessment Form – New and Expectant Mothers* and *Form 2: Individual Plan Form.* As part of the Individual plan form, the student can agree with the student support services and their PAT an academic plan, and any leave required, to support them during their studies.

10.3. Students wishing to request maternity leave may be entitled to request up to four weeks leave dependent on their academic records for the year and previous number of absences. Where a student has missed, or will miss a considerable amount of teaching due to prolonged absence requests, they will be encouraged to interrupt their studies for a minimum of 12-months.

10.4. Students are allowed to take a maximum of two weeks paternity-related absence. Students wishing to request paternity leave are entitled to request up to two weeks leave dependent on their academic records for the year and previous number of absences. Where a student has missed, or will miss a considerable amount of teaching due to prolonged absence requests, they will be encouraged to interrupt their studies for a minimum of 12-months.

10.5. Students on maternity or paternity related absence must ensure they keep in regular contact with their PAT, and check their School email and notification accounts regularly so they do not miss key information regarding their studies and can prepare for their return to study.

10.6. More information regarding absence requests can be found in the LSST Attendance and Engagement Policy.

11. REVIEW AND UPDATE

11.1. This policy will be reviewed annually by the Head of Registry; changes to it will be ratified by the School's Board of Governors.

VERSION HISTORY

Version	**1.0 – 5.0**	
Original author(s):	Head of Registry	
Reviewed by:	Executive Committee	September 2018

Version	**5.0 - 5.1**	
Revised by:	Head of Registry Quality Audit Manager	
Revision summary:	*Annual Review and update; formatting and addition of version control; Exit award descriptors added under Section 1.*	
Approved by:	The Board of Governors (TBC)	February 2021

Version	**6.0**	
Revised by:	Head of Registry Quality Manager	
Revision summary:	*Annual Review and update; formatting and addition of version Removal of other partner universities policy and procedures; I amended to specify how students on BNU courses shall witha defer or transfer.*	
Approved by:	The Board of Governors	September 2022

Version	**6.1**	
Revised by:	Head of Registry Quality Manager	
Revision summary:	*Timetable transfer and campus transfer sections added and minor amendments to processes and procedures.*	
Approved by:	The Board of Governors	December 2022

Version	**7**	
Revised by:	Head of Registry Quality Manager	
Revision summary:	*Annual review; Course Transfer and campus transfer section updated to meet BNU requirements, version control applied*	
Approved by:	The Board of Governors	October 2023

Version	**8**	
Revised by:	Assistant Registrar Quality Unit	
Revision summary:	*Annual review and update, Interruption of studies, withdrawal, and transfer sections updated to meet BNU requirements and LSST processes. Maternity and Paternity sections added and support during interruption of studies provided. Title change from 'Awarding Body – BNU' to 'BNU Registered Student', deferrals changed to interruptions in title, minor grammatical corrections, document format applied, version control applied.*	

Approved by:	The Board of Governors	October 2024
Version	**9.0**	
Original author(s):	Head of Registry Assistant Registrar	
Revised by:	Quality Unit	
Revision summary:	***Annual review and update –*** Stratford Campus added to contact details. Minor grammatical corrections, document format applied, version control applied.	
Reviewed by:	Publications Committee	October 2025
Approved by:	The Board of Governors	October 2025
Version	**10.0**	
Original author(s):	Head of Registry Assistant Registrar	
Revised by:	Quality Unit	
Revision summary:	*Annual review and update –* *Policy updated to align with partner university processes. Minor grammatical corrections, document format applied, version control applied.*	
Reviewed by:	Publications Committee	October 2026
Approved by:	The Board of Governors	October 2026