Withdrawals, Interruption of Studies, and Transfers Policy (DMU Registered Students)

Version 10.0

Approved by the Board of Governors

Last Amendment: September 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' interruptions 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

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*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. The term “withdrawal” or “termination” refers to the discontinuation of study on a certain programme with no intention of continuing at a later point. Withdrawal from a study programme can be initiated by either the student or the School (LSST) at any time.

1.2. The term “leave of absence” or “interruption of studies” refers to a student’s delay in enrolling in/ starting a programme of study until the next academic year. When a student discontinues their studies during a particular year and resumes them at the start of the subsequent academic year. During a deferral, the students are not required to engage with the course requirements, such as attendance or assessment submissions. Requesting a leave of absence/deferral may lead to alterations in your student financing and status with your local government. For example, your eligibility for a council tax discount may be affected.

1.3. The term “resumption of study” refers to the restart of a study programme after a deferred start or a time of interruption/ intermission. The specific time and conditions for a student's return after a leave of absence will be tentatively determined once the leave of absence is officially approved. Accrued marks may be retained or stored, depending on the commencement date of the leave of absence. Should further clarifications be needed regarding this, please consult with your programme leader. Once you have confirmed your return to studies and the agreed resumption of studies date approaches, you are required to enroll for the new academic year and re-engage with the course requirements.

1.4. The term “change of programme” also known as “change of course” refers to the process through which a student moves from one programme of study to another, within the School. This could be to begin another programme or to enter a programme at an advanced level if a student has the academic credits and the enrolment criteria allow it.

1.5. **The term “internal transfer” or “change of campus” refers to the process through which a student transfers from the current campus to any other LSST campus on where we offer the same programme, level, and intake on which the student is enrolled.**

1.6. An “awarding body” is a higher education provider having degree-awarding authority. LSST distributes programmes through award validation and franchising agreements with recognised university partners; as a result, procedures for examining and granting withdrawals, deferrals, and transfers may differ amongst programmes, depending on the awarding authority.

1.7. “Exit Award” refers to any partial award that may be issued when a student does not have enough credits to claim the full award sought but has completed some components successfully. A student may withdraw or be withdrawn from their programme with an exit reward, which may contain one or more of the following:

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 in 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.

1.9.3. *An "Academic Transcript"* is a list of the programmes a student has been enrolled on and the grades that they received during a programme of study.

2. PRINCIPLES

2.1. Those at LSST who process withdrawals, interruptions, and transfers will follow the following principles:

i. The School will engage with all students who choose to withdraw, interrupt, or transfer to another course, campus and/or provider to ensure they are fully aware of the academic and financial ramifications.

ii. Before committing to proceed, the School will confirm that students requesting to withdraw, interrupt, or transfer have exhausted all available student support options.

iii. 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.

iv. 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.

v. 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.

vi. All procedures for involuntary withdrawal will give the student in question the opportunity to present their case to the deciding panel.

vii. Where the School has taken a decision to withdraw a student, they will be notified of their right of appeal and the correct means of doing so.

viii. The School will uphold a student's right to a refund of fees paid in accordance with its *Tuition Fee and Refunds Policy.*

3. WITHDRAWAL FROM STUDY

3.1. Where the Student Initiates Withdrawal

3.1.1. If a student is considering withdrawing, the School will make every attempt to provide appropriate counsel and to inquire whether any further help would allow the student to stay on the programme might be provided. Students are encouraged to contact Student Support for information on any further assistance that may be available. Students will be informed of the academic and financial repercussions of such a decision at this point.

3.1.2. If the student decides to withdraw after talking with Student Support, they must complete a Termination of Studies Form/Form and submit it to Student Support; the form may be acquired through the Student Portal (LSST Connect) or via our online app available here https://lsst.jotform.com/app/uk/LSST/page/36.

3.2. Where the School Initiates Withdrawal

3.2.1. The School may commence the withdrawal procedure for a student if:

- The student has failed to progress academically, and all assessment opportunities have been exhausted.
- The student has failed to satisfy LSST's attendance requirements.
- The student has low academic performance/submission of assignments.
- The student has repeatedly and/or severely breached the School's codes of conduct, particularly where this pertains to the health, safety and wellbeing of individuals.
- The student has failed to return from a period of interrupted study.
- The student has failed to re-enroll where required.
- The student has not paid their tuition fees.
- The student has provided false or misleading evidence in connection with their application, registration, or at any other time.

  Note: The above examples are not exhaustive.

3.3. Consequences of Withdrawal

3.3.1. Any student who withdraws from their programme of study should be aware of the following consequences of withdrawal:

- The student's registration with LSST and De Montfort University (DMU) will be terminated, and the individual will cease to be a registered student of either institution.

- LSST will update the student's records accordingly and, notify DMU and any relevant external, regulatory, funding, or statutory bodies. For student record purposes and the calculation of tuition fee liability, the effective date of withdrawal will normally be determined based on the student's last recorded engagement with their programme of study. Evidence of engagement may include, but is not limited to, physical attendance, access to learning resources via the Virtual Learning Environment (VLE), submission of assessments, participation in scheduled learning activities, or other recorded academic engagement.

4. INTERRUPTION OF STUDIES

4.1. A leave of absence, also called an interruption of study, is when a student leaves their studies partway through the year and resumes from as early as the beginning of the next academic year. If approved, the maximum interruption of studies is permitted for up to 12 months from the date of application.

4.2. Any student who requires interruption of studies for more than 12 months may be advised to withdraw and reapply through the admissions panel (subject to course availability).

4.3. Whilst on a leave of absence, students don't attend teaching sessions or submit assessments.

4.4. Taking a leave of absence is likely to affect your student finance and status with your local authority; for example, you may be liable to pay council tax for the duration of your leave of absence.

4.5. Circumstances that may be grounds for an interruption shall be the same as those for mitigation/deferral 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., 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.

4.6. Students will not be able to interrupt certain blocks/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 *Mitigating Circumstances Policy*.

4.7. Students must apply to interrupt their studies by filling in and submitting a Leave of Absence Agreement Form along with suitable evidence where applicable, to Student Support. The form can be requested from the Student Support or accessed through LSST Connect.

4.8. LSST reserves the right to approve or reject the “Leave of Absence” applications and may ask for further documented representation to ensure fair use of the policy.

4.9. Leave of Absence decisions will be reported by LSST to De Montfort University (DMU) to enable the University's records to be updated and, where applicable, for a Change of Circumstances (CoC) notification to be submitted to the Student Loans Company. DMU may request supporting evidence relating to the approved Leave of Absence to ensure the application is considered and administered fairly, consistently, and in accordance with regulatory requirements.

4.10. Upon approval of an interruption of studies, LSST will update the student’s record and determine any tuition fee adjustments, including any amount to be refunded, carried forward, or reported to the Student Loans Company (SLC), where applicable.

4.11. Where tuition fees have been funded partly by the Student Loans Company and partly by the student, any credit resulting from a reduction in fee liability will normally be carried forward and applied to the student’s next period of registration. Where appropriate, the credit may instead be refunded to the student.

4.12. If, following the recalculation of fees, any outstanding balance remains payable by either the student or the Student Loans Company, the relevant amount will remain due. Students are responsible for settling any outstanding personal liability and may be prevented from rejoining their programme until any overdue fees have been paid.

4.13. All students registered on a De Montfort University validated programme, should be aware that the following will apply whenever a student wishes to take a break in their studies:

- The result of any module – either pass or fail – for which all assessments have been completed, will be retained and carried forward.

- The result for any module that has not been completed, for example, the student has submitted to Assessment 1 but not Assessment 2, will not be retained. The student shall re-register on that module on their return, however they will not be charged again for the module, and the assessments will not count as a retake, therefore the marking will remain uncapped.

4.14. Resumption of Study

4.14.1. A date of resumption of study is agreed between the student and the School at the time of the application for an interruption of studies, which cannot be more than one calendar year. Returning students will be subject to the regulations and program structure that are applicable to the cohort they are joining.

4.14.2. Students are required to confirm their intention to resume studies in writing to the LSST Registry before the end of their approved interruption period. Prior to the agreed return date, LSST will endeavor to contact the student to discuss their return to studies and identify any reasonable adjustments or support arrangements that may be required.

4.14.3. 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.

4.14.4. Where the student is SLC funded, a new Financial Assessment letter will be required for the fee due at the point of resumption.

4.14.5. Students are required to confirm their intention to resume studies in writing to the LSST Registry before the end of their approved interruption period. Prior to the agreed return date, LSST will endeavor to contact the student to discuss their return to studies and identify any reasonable adjustments or support arrangements that may be required.

4.15. Withdrawal Following Interruption

4.15.1. Students wishing to withdraw following a period of interruption of studies also known as (Leave of Absence), must notify LSST of their intention to withdraw. Where a student fails to confirm their intention to resume studies by the agreed return date, LSST may initiate the withdrawal process in accordance with its applicable policies and procedures.

4.15.2. All students on DMU programmes will need to complete the DMU Termination of Studies form.

Note: DMU who will notify Student Finance England of any change of status where applicable.

5. TRANSFER

5.1. Students wishing to change their programme of study must notify LSST Registry as soon as possible. The student may be required to attend an academic interview to discuss the reasons for the requested change, determine their suitability for the new programme, and confirm that the relevant entry requirements have been met.

5.2. Approval of a programme change is at the sole discretion of De Montfort University (DMU). Students may be required to interrupt their studies, also known as ‘Leave of Absence’ or complete their current programme before transferring to a new programme. In such circumstances, the new programme will normally commence at the beginning of the next academic year.

5.3. Where a request to change programme is submitted more than two weeks after the official programme start date, the student may remain liable for tuition fees incurred up to the date on which the programme change or interruption of studies takes effect.

5.4. If the transfer results in a move to a course with lower costs, a commensurate discount or refund will be offered. If the transfer results in a move to a course with higher costs, additional fees to cover the difference will be charged.

5.5. Where a student wishes to transfer to another institution 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 or a “Higher Education Achievement Report” (HEAR) 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.

6. REVIEW AND UPDATE

6.1. The Head of Registry will evaluate this policy on an annual basis, and any changes must be approved by the School’s Board of Governors.

VERSION HISTORY

Version	**1.0 – 5.0**	
Original author(s):	Head of Registry	
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Version	**10.0**
Original author(s): Revised by:	Head of Registry Assistant Registrar Quality Unit
Revision summary:	***Annual review and update –*** *Policy updated to align with partner university processes. Section 3.3. updated on Consequences of Withdrawal. Paragraph 4.9. added as now liability holds at LSST to approved LOA applications. New paragraph 4.14. explains how students should notify resumption of studies. New paragraph 4.14.5. added due to teach out. Minor grammatical corrections, document format applied, version control applied.*
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