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

Version 3.0

Approved by the Board of Governors

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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.

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1. DEFINITIONS

1.1. *"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.

1.2. 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.

1.3. *'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, depending on the course they are withdrawing from.

1.4. *'Interruption of studies'* refers to a delay in a student's enrolment/commencement of a programme of study until the next semester/year. The maximum length of interruption which can be accepted is 12 months.

1.5. *'Interruption'* refers to a temporary break from studies at any time during the student's current academic year, where the student intends to resume their studies at a future date.

1.6. In cases where a student requests a break from their studies prior to the commencement of the current academic year, this will be referred to as a 'Course Deferral', where the student intends to resume their studies in the next academic year.

1.7. *'Resumption of studies'* refers to the commencement of a study programme following a deferred start or a period of interruption.

1.8. 'Internal transfer' refers to the process by which a student requests to transfer between campuses and/or programmes within LSST, under the same awarding body, which is RUL in this case. This may involve transferring to another LSST campus where the student's original course is offered or starting a new programme at an advanced level if the student has earned sufficient academic credits and meets the enrolment requirements for the new course.

1.9. Awards

1.9.1. Ravensbourne University London may confer awards approved by the Academic Board in accordance with the criteria of its Taught Degree Awarding Powers.

1.9.2. All awards, and consequently the associated courses, must be designated to a Level of the Framework for Higher Education Qualifications at the time of validation. Qualifications

may be categorised at Levels 3, 4, 5, 6, or 7. Awards at one level can include stages at a subordinate level to facilitate progress.

1.9.3. The course level, or segment thereof, may be designated as Level 3 if its objective is to enable students to advance to Level 4 studies.

1.9.4. The table below enumerates the awards approved by the RUL Academic Board.

1.9.5. Awards must include a specified credit value and level. The credit requirement for each of the University's awards is as follows:

Certificate	CATS (Credit) Points
Foundation Certificate	120

Award title	FHEQ Level	CATS (Credit) Points	Credit requirements
Certificate of Higher Education	4	120	120 credits at Level 4
Diploma of Higher Education	5	240	120 credits al Level 5
Foundation Degree	5	240	120 credits al Level 5
Bachelor's Degree	6	300	60 credits al Level 6
Bachelor's Degree with Honours	6	360	120 credits at Level 6

1.9.6. The Ravensbourne University London awards are made up of modules with an assigned credit value. Existing courses may retain their approved credit structure. For new courses, the standard module size is 15 or 20 credits.

Standard Module	Additional Permitted Credit Values
15 credits	30, 45 or 60 credits
20 credits	40 or 60 credits

1.9.7. A 60-credit module may only be used at Level 6 and 7. The Ravensbourne University London awards utilise the Credit Accumulation and Transfer System (CATS), in which 1 credit represents 10 hours of total learning, encompassing teaching, study, assessment, and independent work.

1.9.8. A credit transcript may be issued to students who have met the learning outcomes for module(s) and have fulfilled any additional requirements (such as fee payment). An award will only be granted when a student has achieved the learning outcomes of a designated University award, earned the required credits, and met all other conditions (such as fee payment).

1.9.9. 'Exit award' may be granted when a student has successfully completed certain components of their programme but has not accumulated enough credits to qualify for the

full award. This can occur if a student reaches the maximum registration period, exhausts all reassessment opportunities, or is discontinued from their studies due to insufficient credits. Additionally, students who voluntarily withdraw or are withdrawn from their programme may also be eligible for an exit award, subject to meeting the relevant credit and academic requirements set out in Section 1.14. Any exit award is subject to confirmation and ratification by the RUL Assessment Board.

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, defer/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, defer/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 for RUL Registered Students* 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 for RUL Registered Students* 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 formally request withdrawal, interruption of studies or course transfer, the necessary forms must be completed correctly and submitted directly to the Registry or to their campus Student Support team, who will inform the 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 for 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 the 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, interruptions of studies and transfers are subject to approval by LSST and the awarding body RUL. 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 for students.

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, their PAT and Course Leader 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 *RUL Change to Study Form* and submit it to Student Support or registry; 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 Student Support office for assistance during operational hours. The form must be fully completed, including the reason for withdrawal, the student's signature, and the date of submission.

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

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 of the course as stipulated in the LSST Student Attendance and Academic Performance Monitoring Policy 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 enroll or re-enroll 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. If an Assessment Board, Disciplinary Panel, Academic Misconduct Panel, or any another internal Panel recommends a student should be withdrawn. The student will be notified of this decision via letter/email and their record set to withdrawn. While withdrawn, students will no longer have access to the School's services or facilities. The withdrawal decision may be appealed, and students will be guided to the relevant policy.

3.4. If a student is withdrawn from the School, the Registry will notify them of the withdrawal date and reason (e.g., assessment failure, non-attendance, non-enrolment, disciplinary matters, academic misconduct).

3.5. Should a student wish to contest their withdrawal, they may submit an appeal through the LSST Appeals process. The School's Registry Department will review this matter, and they may submit a written application to the Academic Board for re-admission. The Registry Department's decision regarding whether to refer the matter to the Academic Board is final; any case referred to the Academic Board is at their sole discretion and is not subject to further appeal.

3.6. Consequences of Withdrawal

3.6.1. 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 will be no longer registered students of both institutions.

- Students who are withdrawn are no longer considered students of LSST and will be prohibited//limited to access services or facilities with the exception of areas which are 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 enroll with the awarding body, will be withdrawn from the end date of the previous academic year for which they successfully completed enrolment.

- The College will not back-date a self-withdrawal request unless extraordinary circumstances are mutually acknowledged. Students are responsible for any excess disbursement of tuition fee loans or grants received.

- If a student is self-withdrawing from their studies, their liability for tuition costs, if applicable, will be determined according to the **School's Terms and Conditions.**

- 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.

- If a student wishes to re-apply to the School after a withdrawal, they must adhere to the admissions procedure. Returning students may seek Accreditation of Prior Learning (APL) as outlined in RUL's General Academic Regulations 2026-27 Section 5, Chapter 3, if applicable. Please be advised that reentry is not guaranteed.

4. INTERRUPTION OF STUDY

4.1. The School aims to collaborate with all students to facilitate their uninterrupted progression in their courses. However, it acknowledges that there may be instances where a student requires a break from their studies. Students requiring a study interruption must consult with their Course Leader and, if necessary, Student Services, to determine if alternative options may be more suitable.

4.2. Students may apply for interruption for a maximum duration of one academic year, with an aggregate limit of two interruptions permitted over the term of study. Periods of interruption contribute to the maximum allowable registration duration at Ravensbourne University London.

4.3. An interruption of studies request can be submitted at any stage of the academic year, however, if requests for an interruption are submitted in week 11 or following the second semester of the academic year, these requests will be managed differently.

4.4. In exceptional circumstances, students may request an additional period of interruption by submitting a case, with supporting evidence where appropriate, to Registry for consideration. This may include serious or chronic health conditions. Course Leaders and relevant Student Support teams may be consulted as part of the decision-making process. Any approved interruption must not exceed the maximum period of study set out in Chapter 1 Awards from the RUL's General Academic Regulations 2026-27.

4.5. If an interruption of studies request is received during the student's semester 1 or before week 10 in their second semester, the student's request will be processed immediately.

4.6. In the case where interruption applications are submitted in week 11 or following the second semester of teaching, the student's results for that specific academic year will be presented at the award/progression Assessment Board, and the interruption request will be processed following the board. Should students fail assessments in the academic year and apply for an interruption during the intervals mentioned in this paragraph, they will not be invited to submit failed coursework during the reassessment.

4.7. As such, when a student resumes their studies following an interruption, it will be clear which modules they have passed. Students submitting an interruption application in week 11 or after the second semester of delivery are required to provide a clear rationale for their interruption. This rationale will be assessed by the LSST and RUL Registry team, and notification of the outcome will be provided according to the Extenuating Circumstances procedure. If a student interrupts their studies after the Board, or from week 11 onwards, their student loan entitlement will remain unaffected, and full tuition fees for that academic year will be charged.

4.8. An interruption of study will result in any funding the student receives in being suspended starting from the point of interruption.

4.9. Students are required to resume their studies at the start of the semester they are interrupting in the next academic year. Students who failed to pass any coursework in previous semesters before their interruption will resume their studies at the beginning of the next academic year.

4.10. Approval for an interruption of study is determined on a case-by-case basis. The LSST Registry will work in conjunction with the course team and RUL to determine the student's returning point. On their return, students will receive guidance from Registry regarding the modules they are required to (re)take. The LSST Registry will inform students that they are responsible for the fees associated with the modules they are taking, and they must adhere to the attendance monitoring policy.

4.11. To submit an interruption request, students should initially consult the campus Student Support team about their intentions, considering their circumstances and financial implications. Students are encouraged to discuss with their Personal Academic Tutor (PAT) regarding potential academic implications. If all alternative options have been explored with the Student Support team and the student wishes to proceed with the interruption of study request, they must complete the *RUL Changes to Study form* and consult with their Course Leader, who is required to sign the Changes to Study form prior to processing. Once all these steps have been completed, the student can submit the Changes to Study form to either the LSST Student Support Office or Registry for processing. The Changes to Study form must be submitted prior to the beginning of the interruption. Interruption requests are provisional until approved by the awarding body, RUL and LSST.

4.12. Should a student wish to take a break from their studies for a greater period than 12 months or exceed the permitted registration period, 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 the LSST Readmission process, please speak to the admissions team on the campus you wish to apply to or consult the LSST website.

4.13. Students who have interrupted their studies will not be permitted to attend classes, 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 and Course Leader prior to requesting interruption.

4.14. 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.

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

4.16. On resumption of study, student return 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 LSST Registration and Enrolment Procedure for more information.

4.17. 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, status and updates. 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.

4.18. Circumstances that could be grounds for interruption 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.*

4.19. The School, and/or awarding body records the student's updated 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 on the student's return. If the student or SLC element of the fee is greater than the fee paid at the point of interruption, 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.

5.2. Closer to the set return to study date, the LSST Registry team will contact the student to confirm their intention to return to studies. If a student has agreed to return to their studies, they are required to complete the LSST "Confirmation of Return to Studies" form. This form will be emailed to students prior to their resumption of studies deadline and should be completed and returned to the LSST Registry before the agreed resumption of studies date. For more information and guidance on enrolment and registration with RUL, please read the LSST Registration and Enrolment Policy for RUL Registered Students. If the student wishes to extend their interruption (within the overall maximum duration of interruption allowed), they must reply to the email from the Registry to notify them accordingly. Should the student fail to confirm their intention to return to their studies and re-enroll they will be withdrawn by the School from their course on the agreed return from interruption date.

5.3. On resumption of study, students liable for tuition fees will be charged the applicable tuition fee for the period of study in which they resume, including any applicable repeat fees. The tuition fee will be adjusted to reflect the period of the academic year that the student is not required to repeat following their 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. Upon resumption of study, students are expected to re-enroll, attend the scheduled classes, and engage with any upcoming examining or assessments following their return.

5.5. For students in receipt of Student Finance England (SFE) funding, eligibility for student finance on resumption of study will depend on their remaining funding entitlement. Students must apply for the applicable Tuition Fee Loan for both the academic year in which they interrupt their studies and the academic year in which they resume.

5.6. Where a student remains eligible for a Tuition Fee Loan in the academic year of resumption, their tuition fee will be charged according to the point at which they resume their studies. For RUL students, resumption will normally take place at the beginning of the relevant semester, and the tuition fee will be charged accordingly.

5.7. Students who have exhausted their available funding entitlement, including any additional year of funding, will not be eligible for further SFE funding.

6. COURSE TRANSFER

6.1. The School will endeavour to guarantee the students to continue on the course to which they are enrolled on. It is acknowledged that students may encounter situations in which they may need to change their course of study.

6.2. Transfers are evaluated based on an applicant's suitability for the course, including adherence to admissions criteria, availability of course placements, and the appropriateness of learning outcomes for integration into the new course. Transfer applicants are required to complete and submit a Changes to Study form which must be signed by their Course Leader(s).

6.3. Transferring to Another RUL Course

6.3.1. Internal course transfer applications must be submitted before the start of semester one.

6.3.2. 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 the semester one for an immediate transfer to the new course to be considered following the required approval process. If the student wishes to transfer between week 4 and the end of the first semester, they will be required to fulfil all teaching and assessment obligations related to the current course for that semester and request a transfer between semesters. The transfer process will be undertaken between semesters.

6.3.3. Course transfers normally will not be processed after the third week of the first semester of Level 6 of a course.

6.3.4. All transfer applications are initially reviewed by the LSST Registry department. The 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 Course Leader prior to sending their request to the Registry department.

6.3.5. The Changes to Study form necessitates a signature from both the student’s current Course Leader and new Course Leader, with whom the student must initially discuss their transfer intention prior to form submission.

6.3.6. Course transfer applications will be subject to limiting factors, such as course availability and class size. The student should be aware that in some cases they may need to consider transferring to another campus to have their request accommodated due to course and timetable availability.

6.3.7. 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. Before submitting their change of course request to the registry, students should discuss the financial implications with the Student Support Office and/or Student Loan Company.

6.4. Transferring to Another University

6.4.1. Students intending to transfer to another provider must directly contact the prospective institution to confirm their eligibility for transfer. Students can contact the Registry to obtain a transcript of their current study or related documentation. It is the student's own responsibility to ensure that there are no outstanding tuition fees on their account before requesting a transcript. Course documentation, such as module descriptors, is accessible on the RUL's website.

6.4.2. Upon request from the other provider, an academic staff member may be available to provide students with a reference. It is to be noted that students are not entitled to a reference and any reference provided will only include information regarding the course or modules studied, the duration of study, and the assessment marks obtained.

6.4.3. Withdrawing from the University (RUL) to transfer to another provider may have financial implications. Students should consult with the Student Loans Company or the other university regarding proposed transfers prior to initiating the withdrawal process.

6.4.4. 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, the registry will formally notify the awarding body RUL.

6.4.5. Students studying at LSST under the RUL partnership will only be entitled to transfer to other courses provided by RUL 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 RUL 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 RUL, 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, RUL. 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.

7. CAMPUS TRANSFER

7.1. 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.

7.2. Students are advised to complete the Changes to Study form available online at https://lsst.jotform.com/app/uk/LSST/242584820437056. Before submitting this request to Registry, the students are advised to discuss it with the Student Support team of their campus. Prior to being sent for processing, the form must be signed by the student's Course Leader.

7.3. 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 or inter semester, 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 reserves 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.

7.4. 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.

7.5. In line with awarding body requirements, students are required to reside within a 50-mile radius of their chosen campus to ensure full participation in their studies and to meet campus-based attendance and engagement requirements.

7.6. If a student requests a change of campus or change of address to a location outside this 50-mile radius, they must take one of the following actions:

- **Request a transfer** to a campus located within 50 miles of their new address; or

- **Submit a formal written statement** explaining how they will continue to commute to their current campus. This statement will be reviewed by the awarding body and is subject to approval.

7.7. Supporting evidence may be requested on a case-by-case basis to assist in the decision-making process, and all requests for a change of campus must be approved by the Dean of the requested campus.

7.8. Failure to comply with, or obtain approval for, either of the above options may result in the student being required to withdraw from their programme of study.

8. TIMETABLES AND TIMETABLE TRANSFERS

8.1. 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.

8.2. 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 reserves the right to request further information regarding the transfer request and, in some cases, relevant supporting evidence.

8.3. 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.

8.4. Student timetables are available on a first-come, first-serve basis. While every effort is made by the 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 a repeat/retake opportunity following their Awarding Body's Assessment/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 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.

8.5. Students 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 choose 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.

9. PREGNANCY, MATERNITY/PATERNITY LEAVE

9.1. The School will endeavour to provide appropriate support, where reasonable and possible, to students who are pregnant to allow them to continue their chosen course. Where this is not possible, due to health, safety and wellbeing risks to the 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.

9.2. To allow the school to provide the support necessary during the student's pregnancy, the student will be invited to attend a pregnancy interview and undertake a risk assessment by the 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 on an academic plan and any leave required to support them during their studies.

9.3. 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 period of 12-months.

9.4. 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 period of 12-months.

9.5. 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.

9.6. More information regarding absence requests can be found in the LSST Attendance and Engagement Policy- RUL Registered Students.

10. REVIEW AND UPDATE

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

APPENDIX A: Contact Details

Department	Support Offered	Contact Details
Student Support Centre	Support with attendance queries, change of personal details, change of campus and timetable, letter requests, pregnancy, withdrawals, study interruptions, course deferral, mitigations and extensions information, advice and general guidance with all aspects of the course.	Stratford Campus - stratfordstudentsupport@lsst.ac Aston Campus - astonsupport@lsst.ac E&C Campus - ecstudentsupport@lsst.ac Luton Campus - lutonstudentsupport@lsst.ac Wembley Campus - wembleystudentsupport@lsst.ac
Academic Support Centre	Offers academic support, information, advice, and general guidance to facilitate the completion of assessments, dissertations, and project research. Students can contact Academic Student Support for additional library resources and guidance on properly citing and referencing their coursework.	Stratford Campus academicsupport.stratford@lsst.ac 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
Student Finance Department	For support with course fees, Student Finance funding and instalment plans.	studentfinance@lsst.ac
Careers & Employability Team	Available to help progress students' employability aspirations and goals. They offer constructive feedback of students' CVs and personal statements.	careers@lsst.ac

Student Wellbeing Team	Provide guidance and support on managing student life, as well as students' health and wellbeing. They can help students in areas like disability, learning differences, personal issues, sudden changes in life, support with their mental health and wellbeing, DSA applications, and counselling, in addition to managing events and general student enquiries.	studentwellbeing@lsst.ac
Personal Academic Tutor (PAT)	Creates a personalised support plan for Independent Learning and Personal Development Planning to aid students with planning and preparation for upcoming deadlines.	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	The Registry Department provides assistance and guidance with all course processes, including policies, procedures, and student record keeping. Issuing letters, timetables, student references, updating student records, and liaising between the School and the Awarding Body.	registry@lsst.ac
Course/Programme Leader	For guidance with academic issues related to the course and your study experience.	Please contact the registry if you do not have these details.

VERSION HISTORY

Version	**1**	
Original author(s):	Head of Registry	
Reviewed by:	Assistant Registrar	September 2024
Version	**1**	
Revised by:	Quality Unit	
Revision summary:	Minor grammatical corrections, document format applied, version control applied.	
Approved by:	Approved by the Board of Governors	January 2025
Version	**2.0**	
Original author(s):	Head of Registry	
Revised by:	Assistant Registrar Quality Unit	
Revision summary:	***Annual review and update -*** Policy updated throughout to reflect RUL's current processes, certification table added under 1.14, minor grammatical corrections, document format applied, version control applied.	
Reviewed by:	Publications Committee	September 2025
Approved by:	Board of Governors	October 2025
Version	**3.0**	
Original author(s):	Head of Registry	
Revised by:	Assistant Registrar Quality Unit	
Revision summary:	***Annual review and update -*** *Policy updated to align with partner university processes. Credit requirements updated under 1.14. Awards removed from 1.18., reference made to 1.14. instead. Contact details table moved to appendix. Paragraph 4.3. added on exceptional circumstances. Paragraphs 5.3., 5.4., 5.5., and 5.6. updated on tuition fee loans. Minor grammatical corrections, document format applied, version control applied.*	
Reviewed by:	Publications Committee	October 2026
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