

## **Student Withdrawal Policy and Procedures**

### **1. Introduction**

The purpose of this policy is to outline the procedure to be followed for processing student attending fulltime provision on the following Courses:

- Professional & Commercial Dance
- BA Hons Performing Arts 3 Years
- BA Hons Professional & Commercial Dance 3 Years
- BA Hons with Foundation Professional & Commercial Dance 4 Years
- PGCE (M) Post Graduate Certification in Education 14+ Dance – Lower 2<sup>nd</sup> Class Honours Degree

who wish to either withdraw from Shockout Arts or defer their enrolment after they have enrolled on a course, or those students who are excluded from the course by Shockout Arts.

- 1.1 Students who defer or withdraw their place before they are enrolled should be processed in accordance with the University of Bolton's Withdrawal policy.

### **2. Withdrawal and Deferral Procedure**

- 2.1 If a student is thinking of withdrawing from Shockout Arts they should arrange to see the Principal to discuss the situation and identify any possible solutions. All avenues for helping the student to stay must be explored fully.
- 2.2 If the reason is because of a change in financial circumstances the Principal will raise the matter at the appropriate Finance meeting.
- 2.3 If it is due to other personal reasons appropriate support may be identified.
- 2.4 If a student still wishes to withdraw they must write to the Principal expressing their wish to withdraw, complete the UoB Withdrawal form and submit to the Student Support Officer.
- 2.5 The Student Support Officer will check and attach the completed form to the front of the student's file and hand to Principal for authorisation. Only the Principal can authorise withdrawals, deferrals and expulsion.
- 2.6 The withdrawal form will then be sent to the Off campus Division at UoB. A copy will be placed on the student file.
- 2.7 The student will be advised that Shockout Arts have a duty of care to inform Student Finance of their withdrawal and this will be done by UoB. If



a student leaves in the middle of a term they will be informed that they will have to repay fees.

### **3. Expulsion Procedure**

- 3.1 If a student is excluded from Shockout Arts then the above procedure will still apply.

Related Policy  
Disciplinary