

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:

- BA Hons with Foundation Professional & Commercial Dance - 4 Years
- BA Hons Professional & Commercial Dance – 3 years
- BA Hons Musical Theatre – 3 years
- FDA Professional & Commercial Dance – 2 years
- FDA Musical Theatre – 2 years
- FDA Street & Hip Hop Vernacular Dance – 2 years
- BA Hons Professional & Commercial Dance Top up – 1 year
- BA Hons Musical Theatre Top up – 1 year
- BA Hons Street Dance Artistry & Hip Hop Theatre – 1 year
- MA Professional & Commercial Dance – 1 year
- MA Dance (Specialist Title) - 1 year
- PGCE (M) Post Graduate Certification in Education 14+ Dance – Lower 2nd Class Honours Degree - 1 year

This policy applies to those 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 a member of the student support team 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 Vice-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. This could include a student support plan, modified timetable or other suitable interventions.
- 2.4 If a student still wishes to withdraw, they must speak to the student support team to complete a UOB withdrawal form.

- 2.5 The Student Support team will check and upload to the student portal and send to senior management for authorisation. Only senior management 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

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