



**Cheshire College
South & West**

Learner Withdrawal Procedure

Key Information	
Procedure Reference Number	CCSW - LWP
ELT Post responsible for policy update and monitoring	Vice Principal Innovation, Curriculum and Quality
Date approved	10/11/2020
Approved by	ELT
Date of next policy review	10/11/2023

1. Purpose

1.1 The purpose of this procedure is to:

- (a) Set out the principles and procedures that the College will apply when withdrawing a learner from their programme of study
- (b) Explain the process for learners if they wish to withdraw from their programme of study.

2. General Principles

2.1 To support learners by ensuring they have relevant information before withdrawing

2.2 To provide staff with clarity regarding the learner withdrawal process.

3. Related Policies and Procedures

3.1 This procedure will apply, in conjunction with other policies and procedures, namely:

- (a) FE Admissions Policy / HE Admissions Policy
- (b) Learner Disciplinary Policy
- (c) Learner Attendance Management Policy
- (d) Tuition Fees Policy
- (e) Fitness to Study Policy
- (f) Fitness to Practice Policy
- (g) Malpractice and Maladministration Policy
- (h) FE Complaints Policy
- (i) HE Complaints Policy

3.2 The College accepts that for many complex reasons learners may themselves decide that college is not currently the right place for them, or conversely, the College may decide the learner needs to be withdrawn.

3.3 Withdrawal will ultimately be the Vice Principals decision, however, learners have the right to complain if they are unhappy with this decision, stating clearly the grounds for their complaint.

4. Disciplinary Policy

4.1 The College reserves the right to withdraw or expel learners where there is sufficient evidence and due process has been followed.

5. Attendance

5.1 Learners have the best chance of success if they attend all timetabled lessons. Attendance is monitored daily and non-attendance is considered a concern. Weekly reviews take place to identify attendance concerns and identified learners are supported to re-engage with learning. Failure to improve attendance after support and interventions could result in withdrawal.

6. Fees Policy

6.1 The college has an agreed fees policy and will apply this, where necessary, in the case of withdrawals.

7. Fitness to Study & Fitness to Practice Policy

- 7.1 If the College believes that a learner is currently not in a position to complete their studies they may refer to either of these policies and associated processes to withdraw an individual.

8. Malpractice & Maladministration

- 8.1 If a learner engages in malpractice as outlined in the policy it could result in withdrawal or suspension of studies.

9. Learner's Decision to Withdraw or Suspend Studies

- 9.1 Learners should always discuss matters with their Assistant Director or PDT to ensure they have received the necessary support and are fully aware of the consequences associated with a withdrawal.

10. Key Responsibilities

- 10.1 **Appendix I** explains the process for withdrawals and outlines the key responsibilities of individuals within this process.

Appendix 1



Withdrawal Process

