



Withdrawal Policy and Procedures

1.0 Introduction

This policy outlines the procedures for students who wish to withdraw from the program for reasons such as personal, medical, military, or other legitimate grounds. All students intending to withdraw must follow the approved procedure to ensure a proper record of their withdrawal and prevent any negative impact on their academic standing.

2.0 Reasons for Withdrawal

A student may consider withdrawing from the program for various reasons, including but not limited to:

- **Personal Circumstances:** Personal challenges such as family responsibilities, financial hardship, or personal well-being.
- **Medical Reasons:** Serious illness or injury that prevents continued study or attendance. This includes both physical and mental health concerns.
- **Military Service:** Students who are called to serve in the military may be eligible for withdrawal to fulfill their obligations.
- **Academic Performance:** If a student feels they are unable to meet academic expectations despite their best efforts, they may opt to withdraw to avoid the negative consequences of failure.
- **Work or Career Commitments:** In cases where professional commitments (such as full-time employment or a significant career opportunity) prevent continued participation in the program.
- **Relocation or Relocation-related Issues:** Students who experience a change in residence or significant travel obligations that make attendance unfeasible.
- **Other Serious Life Events:** Any other major life changes, such as the loss of a family member, that significantly impact a student's ability to continue in the program.

Each student's situation is unique, and withdrawals are typically reviewed on a case-by-case basis.

3.0 Approved Withdrawal Procedure

3.1 Withdrawal Before Classes Begin

If you have registered for the program and paid the registration fee but are unable to start classes, you must submit a formal written request to cancel your registration. This can be done via letter or email to your Programme Coordinator. Failure to formally withdraw may result in an **Absent** status or a **Fail** grade.

3.2 Withdrawal During the Semester

If you need to withdraw from the program mid-semester, you must inform the Programme Coordinator by submitting a formal withdrawal request, either in writing or via email. Failing to do so may result in an **Absent** status for the course, and you will be liable for full school fees, regardless of the date of withdrawal.

3.3 Withdrawal Process

To initiate the withdrawal process, students must take the following steps:

1. Contact the Programme Coordinator via formal letter or email.
2. Complete the **Student Withdrawal Form** provided by the Programme Coordinator. The form must be signed by both the student and their academic advisor.
3. After completion, the Programme Coordinator will notify the university /centre of the student's intention to withdraw from the program.
4. For UOB students, withdrawal requests should be sent directly to **admission@beds.ac.uk** for processing.

4.0 Unapproved Withdrawal

Students who stop attending classes without following the official withdrawal process will be considered as having abandoned their studies. In such cases, the student may receive an **Absent** status, and grades of **Fail (F)** will be recorded for all courses registered in the current semester.

5.0 Refund Policy for Withdrawing Students

- **Non-Refundable Fees:** Students who begin classes and later decide to withdraw are not eligible for a refund of their registration fee.
- **Partial Refund:** In exceptional circumstances, such as severe illness that prevents continued attendance, the school may consider a partial refund. This decision will be made on a case-by-case basis and for approval.
- **Credit for Future Enrollment:** In the event of withdrawal due to illness or other serious reasons, the amount paid may be retained as credit for future courses, should the student decide to re-enroll in the program at a later date.
- **Refund Request Deadline:** All refund requests must be submitted within **seven (7) days** of submitting the official withdrawal application.

5.0 Payment of Outstanding Fees

Students wishing to withdraw from the program must first settle any outstanding tuition and exam fees before their withdrawal is processed. Please note that these fees remain due and payable even after the withdrawal form has been submitted.

6.0 Responsibilities

- **Programme Coordinators** are responsible for processing all withdrawal requests and ensuring that students are informed of the procedure and consequences.
- **Program Coordinators** are responsible for coordinating with the Accounts department to verify the student's outstanding fees and ensure that the total amount owed is communicated to the student.
- **Programme Coordinator** must promptly notify the university / centre of the student's intent to withdraw and provide all necessary documentation.

It is essential that students adhere to the formal withdrawal process outlined above. Failure to do so may result in academic penalties, such as a **Fail (F)** grade or an **Absent** status. The school encourages students to carefully consider their decision to withdraw and seek advice from the Programme Coordinator before taking action.

7.0 Approval

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|---------------------------------|----------------------------------|
| Title: | Withdrawal Policy and Procedure |
| Current Status: | Version 3 |
| Approved by Board of Directors: | Yes |
| Approval Date: | |
| Next Review Date: | Date will confirm when necessary |



STUDENT WITHDRAWAL FORM

Date: _____

Student Name : _____

Address : _____ Contact # : _____

Programme and Course: _____ Semester : _____

Start date in the Programme : _____

Please tick the appropriate box and provide explanation if necessary:

☐

Financial

☐

Work/Career Change

☐

Medical

☐

Schedule Conflict

☐

Personal/Family

☐

Others (please specify) _____

If your reason for withdrawal is due medical concerns, you will be required to submit a copy of your medical certificate to the Programme Coordinator.

Please notify the university of your programme of study by sending email to their admission office.

I hereby officially request to withdraw from the above programme with effect from _____.

I agree that should I decide to comeback and re-enrol with SHEL, I will be considered as a new student and will pay the necessary registration fees and tuition fees required to complete the programme.

Student Signature

Acknowledged by : _____
Print Name and Signature

Date : _____
Cc: Student File