University Centre Sparsholt Withdrawal and Suspension of Studies Policy

Our Mission

Raising Aspirations, Unlocking Potential, Advancing Futures

Our Values

Excellence, Passion, Teamwork, Integrity, Innovation,

Sustainability, Valuing Others and Supportiveness

Sparsholt College Group

The Sparsholt College Group (the College Group) includes Sparsholt College, Andover College, University Centre Sparsholt, Sparsholt College Services, Westley Enterprises and Andover Town Football Club. College Group policies apply to each part of the group unless specified otherwise.

The University Centre Sparsholt Withdrawal and Suspension of Studies Policy was approved by the Board of Governors in 2023 and supersedes previous versions.

Originator:	Dean of Higher Education
Located:	College Group Websites
	College Group Intranet
Due for review:	December 2026

UNIVERSITY CENTRE SPARSHOLT
WITHDRAWAL AND SUSPENSION OF STUDIES POLICY

1. Students register for a course of studies. The course of studies requires the students to be registered on modules, the majority of which are compulsory (core), and some may be optional.

2. Once a student has registered on a course of studies, they are expected to complete that course within the normal study periods unless they withdraw from the University Centre or suspends their studies.

3. Students will pay the fee regime in force at their initial enrolment on the course. This commitment will hold good for the normal course length plus two years. After this time has lapsed, if for any reason students have not completed their course, including periods of interruption, students will be charged the new fee regime. International student fees will be subject to annual increase.

4. A student who wishes to withdraw from the University Centre should do so by confirming in writing to the relevant Course leader. The date of last attendance will be the date the University Centre is notified of the student's withdrawal by the written request, this can take the form of an email or letter.

5. The Assistant Principal, or their nominee, support students with poor attendance and/or engagement in their studies, and with no extenuating circumstances under the UCS academic support policy to remedy the situation. A student who is excluded from the University Centre for poor attendance or engagement in studies will not be permitted to re-enter the University Centre in that academic year. In the event that a student wishes to complete their course, they will need to reapply to the University Centre to rejoin the course in a subsequent academic year.

6. Further, the University Centre reserves the right to withdraw a student from their course of studies if they are in breach of fulfilling the requirements of becoming a fully registered student of the University Centre, which are renewed at each registration period. A defaulting student will have their services withdrawn for up to 4 weeks after which, the student will be excluded if the matter is not resolved. In the absence of any mitigation, any student not fully enrolled at the end of the Christmas term will be considered for exclusion.

7. Submission of a written request to withdraw, shall terminate the student's registration in both the course of study and all modules associated with it, and any assessment entitlements, with effect from the last date of attendance as determined by receipt of written notification of withdrawal. A student who has withdrawn shall have no right or expectation of re- admission to the University Centre.

8. The student's tuition fee shall be based on liability periods and the annual fee charged for the period of registration until the date of withdrawal in accordance with the current version of the Fees, Refund & Compensation Policy to be found in the Policies & Reports section of the website at: https://www.sparsholt.ac.uk/policies-reports/ . In all cases, any unpaid balance of

fees will become due immediately.

9. A student may wish to suspend their studies,. Where this is the case the following shall apply:

a) suspension of studies is not a student right and must be approved by the Assistant Principal HE or the Dean of Higher Education

b) complete withdrawal from the University Centre is a student right;

c) a new student cannot be suspended in her/his first two weeks of study;

d) suspension of studies for a full-time student shall mean suspension from all modules associated with the course of study on which she/he has registered;

e) suspension of studies for a part-time student may mean either suspension from all modules or only from some of the modules associated with the course of study on which she/he has registered;

f) a student wishing to suspend studies must make such a request in writing, together with reasons to support this request, addressed to the Course Tutor responsible for their course of study. The request must state when the suspension is wished to end and that date shall always be the start of a relevant study period, normally an academic year or term start, except in the case of practice or placement modules and in the case of postgraduate dissertation modules where a different date may apply. A period of suspension cannot normally last longer than 1 year, without a further request being necessary, and any such further request will only be agreed to in exceptional circumstances by the Dean of Higher Education;

g) on behalf of the University Centre, the Assistant Principal, or nominee, shall consider and may agree to the request from the student to suspend studies;

h) on behalf of the University Centre, the Assistant Principal, or nominee, may refuse a request from a student to suspend studies if, in their opinion, the reason is not adequately related to genuine personal problems or changes in circumstance;

i) if a student fails to be assigned credit for a period of two calendar years, the Board of Examiners will exclude that student unless it believes that to do so would be unjust. The Assistant Principal or their nominee, must give this regulation due consideration when considering a request to suspend studies;

j) a student should seek suspension of studies rather than consideration of extenuating circumstances if their difficulties are so extensive as to have affected performance across the board and are of a nature that is unlikely significantly to lessen over a period of time;

k) the suspension comes into effect from the date of last attendance. The date of last attendance will be the date the University is notified of the student's wish to suspend by written request. Exceptionally, if a student has extenuating circumstances but is unable to complete the work on assessments for a period of longer than 10 working days as

allowed under the extenuating circumstances policy, the request for suspension of studies may request the starting date of the agreed suspension set back to an earlier point in order to assist the student. In such cases, the Assistant Principal or nominee shall attach a note to the suspension request to state that they are aware of the suspension date is exceptionally more than two calendar weeks before the date the student submitted the form and that she/he is satisfied that extenuating circumstances exist which justify this action being taken;

l) the Course Tutor must record details of the suspension on the suspension request, including in the case of a part-time student details of whether the student is suspending study of particular modules or the entire course of study, forward it to the Assistant Principal for authorization. The HE administration team will register the withdrawal with the validating partner.

10. Where the University Centre agrees to a request to suspend studies, the following shall apply:

a) If the student suspends from the course of study the student's tuition fee shall be based on the fee liability periods for the period of study when the suspension comes into effect in accordance to the current version of the Refund & Compensation Policy to be found in the Policies & Reports section on the website at: https://www.sparsholt.ac.uk/policies-reports/

b) if the University Centre's records show that the income collected is less than this amount, the student will be liable for immediate payment of the outstanding amount. Failure to pay will result in exclusion of the student from the University Centre and prevent the student rejoining the course;

c) if the University Centre's records show that the income collected exceeds this amount, the Sparsholt Finance department shall cause the balance to be credited against future tuition fees;

d) if the student suspends from individual modules of study there will be no recalculation in the tuition fee;

e) in any modules included in the agreed suspension of studies, the student shall be withdrawn from the modules on the corporate Management Information System and Module Assessment Boards shall not consider the student in any modules for which the student has not completed and submitted all assessments at the time the suspension comes into effect, nor shall the student be included in any statistical review of the modules;

f) in any modules included in the agreed suspension of studies, Module Assessment Boards shall consider a student's performance in any modules for which the student has completed and submitted all assessments at the time the suspension comes into effect and shall include the student in any statistical review of the modules;

g) a suspended student may not undertake second attempt assessment or deferred first attempt assessment in modules included in the agreed suspension of studies until such time as their suspension ends;

h) the Assistant Principal, or nominee, shall confirm the date on which the student may resume their studies. Normally that date will be as requested by the student in her/his request to suspend studies, and shall always be the start of a relevant study period, normally an academic year or term start, except in the case of practice or placement modules where a different date may apply;

i) if a student fails to resume their studies at this confirmed date, they must either make a request for further suspension of studies (which will only be agreed in exceptional circumstances) or she/he will be withdrawn from their course of studies as per regulation 7 above;

j) if, when a student resumes their studies, second attempt assessment opportunities are no longer valid, in the judgement of the Assistant Principal or Course Team, or her/his nominee, then the student shall be required to repeat those modules where she/he has outstanding second attempt assessment conditions;

k) if a student has been withdrawn from a modules in accordance with e) above, this attempt will not be counted for any regulatory purposes, i.e. if it was their first attempt at the modules, on resumption of study they shall not be subject to repeat assessment regulations.