

## THE ENGINEERING & DESIGN INSTITUTE LONDON WITHDRAWAL AND INTERRUPTION POLICY

<b>Summary</b>	This Policy outlines the criteria and process for withdrawing from or interrupting your studies.		
<b>Policy Owner</b>	Registry		
<b>Policy Sponsor</b>	Academic Board		
<b>Policy applies to</b>	All students of TEDI-London		
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<b>Approved by</b>	Strategic Leadership Team	<b>Approval date</b>	31/05/2023
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### DOCUMENT CONTROL

<b>Date</b>	<b>Version</b>	<b>Action</b>	<b>Amendments</b>
03/21	1	Document created	n/a
05/22	2	Document updated	Document updated to align with TEDI-London naming conventions and to ensure information contained is accurate for existing and future cohorts
04/23	3	Document updated	Document updated to include information about forced temporary interruptions and the implications

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## **1. INTRODUCTION**

- 1.1. This document sets out The Engineering & Design Institute London's (TEDI-London) Withdrawal and Interruption Policy and covers all TEDI-London programmes, including summer school programmes.
- 1.2. The purpose of this policy is to inform all students and staff of TEDI-London of interruption and withdrawal processes. It describes how to interrupt or withdraw from your students and support available.

## **2. POLICY STATEMENT**

- 2.1. This Policy adheres to:
- [Data Protection Act 2018](#)
  - [Freedom of Information Act 2000](#)
  - [UK Visa and Immigration Advice on General student visas](#)
- 2.2. This policy should be read in conjunction with the following TEDI-London Policies:
- Academic Regulatory Framework
  - Student Charter
  - Terms and Conditions
  - Refund and Compensation Policy
  - Attendance and Engagement Policy
  - Student Fees Policy
- 2.3. All information about you will be treated as personal and sensitive data and stored securely to ensure that confidentiality can be maintained. We will need to process personal information (whether supplied directly by you or a third parties) to manage your student record and student experience. This may include sharing data with other third parties where this may be required for the fulfilment of the student contract, managing your student experience and for statutory and other legal reasons. You can find more information in our [Privacy and Data Protection Policy](#).

## **3. SCOPE OF THIS POLICY**

- 3.1. This Policy applies to you if you are currently enrolled with us (including enrolment at summer schools).

#### **4. DEFINITIONS USED IN THIS POLICY**

- 4.1. **Withdrawal:** This is where a student leaves their programme of study before they have completed all stages.
- 4.2. **Interruption:** This is where a student chooses to take a break from their programme of studies for up to one academic year.
- 4.3. **Force Temporary Interruption:** This is where a student has their studies temporarily paused at the decision of the Academic Director and Registrar (or nominated deputy) for reasons such as academic performance, lack of engagement and fitness to study.

#### **5. ROLES AND RESPONSIBILITIES**

- 5.1. This Policy has been considered and approved by the Academic Board.
- 5.2. The Registrar has ultimate responsibility for the development and implementation of this policy.
- 5.3. Relevant academic staff will have responsibility and accountability in the application of this policy.
- 5.4. You are responsible for ensuring that you are aware of the expectations on you as outlined in the Policy, and that your behaviour or actions do not contravene these.
- 5.5. The Registry team is responsible for ensuring all actions related to interruption or withdrawal is completed in line with this Policy.
- 5.6. The final decision regarding a matter raised under this Policy will be the final decision of TEDI-London.

#### **6. IMPLICATIONS OF WITHDRAWING FROM YOUR PROGRAMME**

- 6.1. Withdrawing from your programme will mean that you are no longer a student from the point of withdrawal. This will mean that a number of student discounts and privileges will no longer be available to you, including:
- TEDI-London resources (campus, online learning resources and staff support)
  - TEDI-London student email address
  - Student discounts such as council tax and travel
  - UK student visa (international students only)
  - Tuition fee loans, bursaries and scholarships provided by the Student Loan Company and TEDI-London.
  - TEDI-London Student Support Fund
  - Other benefits based on your student status
- 6.2. Depending on the amount of credits you have obtained at the point of withdrawal, you may be eligible for either a Certificate of Higher Education (120 credits) or Diploma of Higher Education (240 credits). The final exit award will be confirmed at the next available Assessment Board.

## **7. IMPLICATIONS OF TEMPORARY INTERRUPTING YOUR STUDIES**

- 7.1. Temporarily interrupting your studies will mean that you are still classed as an active TEDI-London student but the level of access you have will depend upon the reason for your interruption of studies.
- 7.2. If you are interrupting your studies due to outstanding course fees, you will no longer be able to:
- Use TEDI-London resources
  - Access campus using your Student ID card.
  - Access Microsoft Teams or online learning materials
  - Receive Tuition fee loans, bursaries and scholarships provided by the Student Loan Company and TEDI-London
  - Apply for TEDI-London Student Support Fund
- 7.3. If you are interrupting your studies due to personal reasons, financial hardship, health reasons or to catch up academically, you will still be able to:

- Access campus using your Student ID card
- Use TEDI-London resources
- Access Microsoft Teams and previous online learning materials

You will no longer be able to:

- Receive tuition fee loans, bursaries and scholarships provided by the Student Loan Company or TEDI-London.
- Apply for TEDI-London Student Support Fund
- Access current or future online learning resources

7.4. International students who are sponsored on a student visa and are interrupting their studies, may be at risk of having their visa curtailed. This will depend on the reason for the temporary interruption, length of interruption and their specific visa expiry date. This will be dealt with on a case-by-case basis with input from UKVI and will be communicated to the student in writing.

## **8. INTERRUPTING OR WITHDRAWING FROM YOUR PROGRAMME**

8.1. To interrupt or withdraw from your programme you are required to submit a completed Programme Withdrawal or Interruption Form to the Registry at [educationteam@tedi-london.ac.uk](mailto:educationteam@tedi-london.ac.uk) .

8.2. Before submitting your form, and so you are fully aware of the implications of interrupting or withdrawing from your programme, you must discuss your interruption or withdrawal with your Personal Tutor. Your Personal Tutor will be required to complete Section B of the Programme Withdrawal or Interruption Form. It is your responsibility to ensure that Section B of the form is fully completed before you submit your form to the Registry.

8.3. You are also advised to seek guidance from the Student Experience Officer who will be able to offer further guidance in relation to the impact on visa requirements for international students, funding and bursary allocations and student discounts such as the TFL Oyster Card and Council Tax.

8.4. You will be notified by Registry when your programme withdrawal or interruption is approved and if required

- 8.5. Your last date of attendance will be confirmed as the last date your attendance is recorded for one of the contact points outlined in the [Attendance and Engagement Policy](#).

## **9. FOLLOWING SUBMISSION OF YOUR PROGRAMME WITHDRAWAL OR INTERRUPTION FORM**

- 9.1. Once you have submitted your Programme Withdrawal or Interruption Form, the Registry will process the form. Once fully processed, you will receive confirmation of your withdrawal or interruption. Registry will also notify relevant external bodies such as UKVI (for international students) and the Student Loans Company.
- 9.2. You will also receive notification of any monies that you are required to pay to TEDI-London or that are owed to you. This could include any outstanding tuition fees, reimbursement of bursary payments or any other financial commitments you are liable for.
- 9.3. TEDI-London will determine any outstanding tuition fees owed in line with the [Student Fees Policy](#).

## **10. FORCED TEMPORARY INTERRUPTION OF STUDIES**

- 10.1. In the event that a student stops communicating and/or engaging in their course, TEDI-London may enforce a temporary interruption. Before processing the temporary interruption, the student will receive multiple forms of communication about the potential temporary interruption and the student will have 5 working days to appeal the decision from the day in which the temporary interruption is actioned. This is in line with the Attendance and Engagement Policy.
- 10.2. Students who have any outstanding academic credits at the point of temporary interruption, must complete their resits at the next available opportunity before returning to their studies from temporary interruption. Decisions regarding when the resits will take place for the student will be decided by the Academic Director and Registry Team in consultation with the Assessment Board and communicated clearly to the student in writing.

## **11. TRAINING, DISSEMINATION AND IMPLEMENTATION**

- 11.1. All staff involved in the withdrawal and interruption process will be fully trained on all matters outlined in this policy.
- 11.2. The Withdrawal and Interruption Policy will be available on our website.

## **12. MONITORING AND REVIEW**

- 12.1. This version of the policy is valid from September 2023 and will be reviewed in September 2025.