

Higher Education

Student Withdrawal Policy

1. Introduction

- 1.1 The following policy relates to Higher Education students at LIBF, including those working under the Terms and Conditions of LIBF/IU partnership programmes. Apprentices should consult with their employer if they are considering withdrawing from their apprenticeship studies.
- 1.2 LIBF recognises that a change in circumstances can be unavoidable and that students who register for a programme may need to cancel, change or withdraw from their registration(s).

2. Initial steps

- 2.1 If you are considering withdrawing from your course of study, you are advised to discuss this with your Student Support Team in the first instance, and to read the following documents:

- LIBF's General and Academic Regulations for Students
- Student Terms & Conditions of Offer
- Programme handbooks, where applicable.

- 2.2 The above documents detail the implications of withdrawing from a programme, particularly regarding assessments, student financing and the award of credit.

- 2.3 Your ability to withdraw from a programme and receive a full or partial fee refund is dependent on the time scales detailed in this policy and your Terms and Conditions of Offer.

3. Visa implications

- 3.1 Visa regulations have different rules relating to International full-time undergraduate students leaving university. If you are an international student with a visa, you must contact your Student Support Team for more information before withdrawing from your programme.

4. Tuition fee support implications

- 4.1 If you are a UK or EU student withdrawing from your programme, this may affect your eligibility for future tuition fee support. If you are considering withdrawing from your programme or suspending your studies at any point, you should contact your Local Education Authority (LEA), Student Finance England/Wales/NI (SLC) or Student Awards Agency for Scotland (SAAS) to find out about funding implications for future study.

5. Return to study after withdrawing

- 5.1 If you withdraw from your studies, then:
 - restart your programme (or a different programme) later you will be liable to pay the full annual tuition fee for the restart year.
 - return but need to repeat a year/s study, you will be charged at the full tuition fee rate.
 - return but need to repeat a module/s, you will normally be charged at the standard tuition fee rate.

6. Withdrawal procedures

- 6.1 The procedure you need to follow to withdraw from a programme will differ if you are registered on a fixed-start-date programme (e.g. full-time, part-time, on-campus or online study programme with fixed-date semesters) or on a flexible-start-date programme (e.g. online, self-paced). There will also be different information to consider, if you are a UK, EU or an International student.

7. Programme withdrawal for Fixed-Start-Date programmes
(e.g. full-time, part-time, on-campus or online with fixed-date semesters)

7.1 Notification and return of materials

- 7.1.1 If you wish to withdraw from your programme, you must do so by emailing your Student Support Team. Include in the subject line of your email 'Notification of Intention to Withdraw'. Your Student Support Teams' contact details can be found on 'Contact Us' on LIBF's public website.
- 7.1.2 Where applicable, all study materials should be returned care of your Student Support Team at HE Programmes, 8th Floor, Peninsular House, 36 Monument Street, London, EC3R 8LJ, United Kingdom.

7.2 Time scales and fees

- 7.2.1 The date for calculating tuition fees following withdrawal is the date on which your Student Support Team receives your 'Notification of Intention to Withdraw' email, regardless of whether you stopped attending classes or studying earlier. A delay sending your email confirmation may affect the level of fees you are charged.
- 7.2.2 If you leave your programme of study without giving written notification, you will not be eligible for a fee reduction. Retrospective notification of withdrawal will not qualify for a fee reduction.
- 7.2.3 If you have been withdrawn from a programme by LIBF due to non-attendance, you will not be eligible for a refund.
- 7.2.4 If you have made partial payment of fees, you will be liable for any shortfall in payment due.

7.3 Full-time Undergraduate Programmes (UK and EU Students)

- 7.3.1 If you are a UK or EU Student who has a tuition fee loan with the Student Loans Company (SLC) any reduction in fees will be notified directly to the SLC who will reduce the tuition fee loan accordingly.
- 7.3.2 If you are a UK or EU student who is self-funded, you will receive a reduction of fees in accordance with the table below.
- 7.3.3 The level of fee that will be due depends on the date your Student Support Team receive your Notification of Intention to Withdraw:

Date of withdrawal – Full-time Undergraduate UK and EU students	Fees due
Notification of intention to withdraw received by your Student Support Team by 31 October	No fees due Invoice to be cancelled
Notification of intention to withdraw received by your Student Support Team between 1 November and 2 January	25% of annual fee due
Notification of Intention to withdraw received by your Student Support Team between 3 January and 31 March	50% of annual fee due
Notification of Intention to withdraw received by your Student Support Team on or after 1 April	Full fee due No fee refund

7.4 Full-time Undergraduate Programmes ('International' Students)

7.4.1 If you are an International Student and have paid a deposit for your study, a refund of the deposit will be given where an application for entry clearance is refused (evidence of refusal must be provided).

7.4.2 The refund will be less a 10% administration charge.

7.4.3 A refund will not be given if the entry clearance is refused due to a fraudulent application.

7.4.4 The level of fee that will be due depends on the date the Student Support Team receive your Notification of Intention to Withdraw:

Date of withdrawal – Full-time Undergraduate International students	Fees due
Notification of intention to withdraw received by your Student Support Team by the end of Semester 1	50% of annual fee due
Notification of intention to withdraw received by your Student Support Team between the beginning of Semester 2 and the end of Semester 2	Full fee due No fee refund

7.5 Part-time Undergraduate Programmes

7.5.1 The level of fee that will be due depends on the date the Student Support Team receive the Notification of Intention to Withdraw:

Date of withdrawal	Fees due
May – October Session:	
Notification of intention to withdraw received by your Student Support Team up to and including 30 April	No fees due Invoice to be cancelled
Notification of intention to withdraw received by your Student Support Team between 1 May – 30 June	50% of module fee due
Notification of intention to withdraw received by your Student Support Team between 1 July – 30 September	Full fee due No fee refund
Notification of intention to withdraw received by your Student Support Team on or after 1 October	Withdrawal will not be accepted
November – April Session:	
Notification of intention to withdraw received by your Student Support Team up to and including 31 October	No fees due Invoice to be cancelled
Notification of intention to withdraw received by your Student Support Team between 1 November – 31 December	50% of module fee due
Notification of intention to withdraw received by your Student Support Team between 1 January – 31 March	Full fee due No fee refund
Notification of intention to withdraw received by your Student Support Team on or after 1 April	Withdrawal will not be accepted

7.6 Postgraduate Programmes

- 7.6.1 The level of fee that will be due depends on the date your Student Support Team receives the Notification of Intention to Withdraw:

Date of withdrawal	Fees due
Notification of intention to withdraw received by your Student Support Team before the Programme Start Date	No fees due Invoice to be cancelled
Notification of intention to withdraw received by your Student Support Team during Term 1 up until Day 1 of Term 2	25% of programme fee due
Notification of intention to withdraw received by your Student Support Team during Term 2 up until Day 1 of Term 3	50% of programme fee due
Notification of intention to withdraw received by your Student Support Team after Day 1 of Term 3	Full fee due No fee refund

8. **Programme withdrawal from flexible-start-date programme**

(e.g. online self-paced).

- 8.1.1 If you are considering withdrawing from your course of study, you should speak to your Student Support Team in the first instance, to understand the implications on your later study options including your fees, assessments, and award of credit.

8.2 **Cancellation before the end of the 30-day cancellation period**

- 8.2.1 If you accept your offer of a place to study with LIBF you have up to 30 days after accessing your learning materials to change your mind without giving any reason or incurring any financial penalties.
- 8.2.2 LIBF will make the reimbursement without undue delay. If the payment was made by a sponsor or employer, LIBF will reimburse the relevant party.

8.3 **Cancellation after the 30-day cancellation period**

- 8.3.1 If you change your mind and decline your offer after the cancellation period has ended, LIBF will not be able to refund all payments received from you. Please see the table below for Fee Liability:

Flexible Start date Fee Liability	
30 days from first accessing learning materials	Full refund
3 months from first accessing learning material and no assessments attempted. Ineligible to be considered for an award.	25% of tuition fee due
6 months from first accessing learning materials months from first accessing learning material and no assessments attempted. Ineligible to be considered for an award.	50% of tuition fee due

6 months and 1 day from first accessing learning material and no assessments attempted. Ineligible to be considered for an award.	Full fee due
Where enough assessment has been undertaken that could be considered for an award (exit or full), whether successfully completed or not, a full fee would be due	Full fee due

9 Applicants who have applied via UCAS

9.1 If you wish to decline your offer to study with LIBF you should do this within UCAS Track. Please refer to the guidance information on UCAS. If you are holding an unconditional firm place with LIBF and you would like to withdraw or be released into Clearing you must contact LIBF, email: admissions@libf.ac.uk stating your reason. Or you can call us on +44 020 7337 6293/4.

10 Withdrawal through extenuating circumstances

10.1.1 If you are experiencing difficulties with your programme of study, you are advised to contact LIBF's support staff as soon as you can to discuss the best course of action.

10.1.2 You can also refer to the [HE Special Consideration policy](#) and, if applicable, complete and return a [Special Consideration form](#) with independent supporting evidence to your Student Support Team.

10.1.3 If your withdrawal was prompted by extenuating circumstances and you make a claim for special consideration that is upheld, you may be eligible to pay reduced fees but only if the module(s) in question was previously paid for in full.

10.1.4 If the fee for the module(s) was reduced or cancelled in a previous year, you will be required to pay the full fee for the repeated module(s) even if special consideration has been upheld.

11 Withdrawal through disciplinary action

11.1.1 If you are withdrawn from a programme as a result of disciplinary action you will not have the right to be reimbursed for any costs, including those for a programme of study. Please refer to LIBF's [General and Academic Regulations for Students](#) and the [Student Disciplinary policy](#).

12 Module withdrawal

12.1 If you wish to withdraw or change modules, please see the Transfer policy.

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