

## STUDENT WITHDRAWAL POLICY

### 1. Introduction

1.1 Sheffield Hallam University is committed to providing a supportive environment where every student can thrive academically. If you feel you want or need to withdraw from your course, we hope you will talk to us first.

### 2. University-Led Withdrawal

2.1 There are some circumstances in which the University may withdraw you from your programme of study at the University. In these circumstances, your official leaving date for refund purposes and for informing external agencies will be the date the decision to withdraw is made. These circumstances include, but are not necessarily limited to, the following:

#### 2.2 Withdrawal Due to Academic Failure

2.2.1 The [Standard Assessment Regulations](#) state that if you fail a repeated module, you will be withdrawn from the University with immediate effect. You may also be withdrawn if you are unable to complete your course within the maximum time permitted. You will be considered for an interim award where appropriate.

#### 2.3 Fitness to Practise

2.3.1 If you are enrolled on a course which leads to a professional qualification where there are statutory, professional or regulatory body requirements relating to health and attitude, the [Fitness to Practise Regulation](#) outlines how you may be excluded or expelled from the University as an outcome of a Fitness to Practise Panel.

#### 2.4 Academic Misconduct

2.4.1 The [Academic Conduct Regulation](#) states that an Academic Conduct Panel may impose sanctions requiring you to undertake reassessment in the task or module concerned. If you are not entitled to further reassessment or to repeat the module, you may be withdrawn from your course in line with point 2.2.1 (above).

#### 2.5 Withdrawal for Non-Academic Misconduct

2.5.1 The [Disciplinary Regulations and Procedures](#) state that a Formal Stage 2 Disciplinary Panel may impose a sanction of expulsion from the University, which means that you will be permanently withdrawn with no possibility of readmission in future.

#### 2.6 Withdrawal for Non-Engagement

2.6.1 The [Student Engagement Policy](#) explains that we reserve the right to cancel your enrolment and withdraw you from your course where concerns about your engagement have been raised but not satisfactorily addressed.

2.6.2 The [Student Engagement Policy](#) also explains that if you are a sponsored student and fail to comply with UKVI sponsorship requirements, you will have your visa sponsorship curtailed and be withdrawn from the University.

## 2.7 Withdrawal Due to Incapacity to Study

2.7.1 The [Capacity to Study Policy](#) explains how a Panel may decide to withdraw you on a temporary or permanent basis as a result of your incapacity to study.

## 2.8 Right of Appeal

You have the right to appeal your withdrawal from your course where it is the result of a decision made by an academic body, e.g. a Departmental Assessment Board, Academic Conduct Panel, Fitness to Practise Panel etc. You cannot appeal withdrawal if you fail to pay fees or complete University processes such as enrolment.

## 3. Student-Led Withdrawal

3.1 Student-Led Withdrawal is where a student chooses to leave their course completely, with no intention of returning at a later date.

3.2 The University recognises that there are a wide range of reasons that may lead you to consider withdrawing from your course, but we may be able to make arrangements to help you continue your studies.

3.3 You should speak to your Academic Adviser and Student Support Adviser if you are thinking about withdrawing.

3.4 After you have withdrawn from your course, you will no longer be a student at Sheffield Hallam University. If you wish to return to your course, you will be required to re-apply through the standard admissions process. Any new applications will be considered in line with the [University Admissions Policy](#).

3.5 If you leave a course without formally notifying the University, you will be charged the full yearly tuition fee. Fees will be calculated up to the date that your withdrawal request is received.

## 4. Support

4.1 We offer a range of services that can help if you are struggling:

- If you are finding it challenging to study, you should speak to a [Student Support Adviser](#) about the various support options available.
- If you need financial help, you can contact our [Student Funding team](#) for information on money management, loans and bursaries.
- If you are being prevented from engaging with your studies due to a long-term health condition or disability, the [Disabled Student Support Team](#) may be able to help.
- The [Student Wellbeing](#) services also offer a wide range of support for students facing difficult circumstances.

4.2 If you are an international student who requires a visa to study in the UK, the University is required to inform the Home Office UK Visas and Immigration if you are no longer studying and you may

be advised to leave the UK. If you plan to study at another institution, you will need to obtain a new Confirmation of Acceptance for Studies (CAS) and a new Visa for that institution before being allowed to start. The [International Experience Team](#) can offer immigration advice to students on a Student route visa who are seeking a withdrawal from their studies.

4.3 If you are a student on an Apprenticeship course, your withdrawal will be managed and reported to Education and Skills Funding Agency (ESFA). You should discuss your withdrawal with your employer and your University Work-Based Learning Coach.

4.4 If you require time away from your studies but wish to continue your course following a break of up to one calendar year, you may prefer to request a [Break in Study](#) instead.

## 5. Procedure for Student-Led Withdrawal

5.1 If you decide to withdraw from your course, you must contact Hallam Help to discuss your options with a Student Support Adviser and formally confirm your request to withdraw in writing via a withdrawal form.

5.2 The date of withdrawal cannot normally be earlier than the date when the completed form is received.

## 6. Student Loan Implications

6.1 If you receive a loan from the [Student Loans Company](#), withdrawing from your course will affect your entitlement. We recommend discussing your entitlement with the Student Loans Company before submitting a withdrawal request.

## 7. Tuition Fees

7.1 If you withdraw within the 'cooling off' period specified in your [Terms and Conditions](#), the University will refund any tuition fees already paid, minus any applicable deposits

7.2 It is important that you know that you may be charged part of your tuition fee or even the full tuition fee for the year depending on when you withdraw from study. Further information can be found on [My Hallam](#) and by contacting [Hallam Help](#).

## 8. Accommodation Contracts

8.1 Withdrawal from your course does not release you from any accommodation contract. You should contact your Landlord to discuss your situation. Independent advice can be sought from the [Students' Union Advice Centre](#).

## 9. Returning to Study

9.1 Once you have withdrawn from your studies, your enrolment will end and you will be awarded an interim award, if appropriate.

9.2 If you wish to return to study in future, you must re-apply via the standard admissions process. Students who have previously chosen to withdraw from the University can re-apply at any time. Applications will be subject to the University's standard [admissions](#) criteria.

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