

COURTAULD

The Courtauld Institute of Art

Interruption and Withdrawal Policy

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1.1 Introduction

This Policy sets out the details of what should be done when a student requires to request a break from their programme of study (interruption) or wishes to request to be withdrawn from the programme.

1.2 Scope and Purpose

This policy applies to all students studying at the Courtauld (undergraduate, postgraduate taught and postgraduate research).

1.3 Underlying Principles

The Courtauld places a strong emphasis on enhancing the student experience by providing a supportive and inclusive learning environment and is committed to providing a high quality educational experience. Prior to submitting an interruption of studies or withdrawal request we recommend that students meet with their Personal Tutor/Programme Convenor/Supervisor or a member of Wellbeing Services in the first instance.

Requests under this policy cannot be progressed if a matter is being considered under another regulation or policy, for example Support to Study Policy or Student Code of Conduct Policy. Where the outcome of the other policy or process results in a request for interruption or studies or withdrawal, the steps detailed in this policy will take effect.

The Courtauld is not obliged to permit the student to return to a programme or module that has discontinued or significantly changed during the period of interruption. There will be attempts to find a suitable replacement and if unable to do so a student may be asked to withdraw.

No credit will be awarded for any partially completed modules at the point of interruption or withdrawal. In the case of an interruption of studies the student will retain the current number of attempts at the assessments for that module.

Once an interruption of studies or a withdrawal is processed a student will no longer have access to their student email account, the VLE and swipe card building access. Students may be asked to pay fees for the period up to the end of their registration.

Students taking an interruption of studies will be liable to pay tuition fees in accordance with the [Courtauld Refund Policy](#) for the semester in which the interruption commences. When a student returns to their study they will not be liable for fees for the semester that they have already been charged for and paid.

Students requesting a withdrawal will be liable for fees up to and including the date of the approved withdrawal period, in accordance with the Courtauld's Fees Policy.

1.4 Interruption of Studies Application

A student may request an interruption of studies if they satisfy the following criteria:

1. There is an unforeseen and unpreventable change in their circumstances.
2. The required length of absence is longer than the institute could accommodate by other means.
3. The student has not exceeded the maximum period of registration on their programme of study.

4. The student agrees a return date and any relevant conditions of return.

Conditions of return may involve the following (this list is not exhaustive):

- Evidence of the student's fitness to return to their studies.
- The requirement to attend a meeting with Wellbeing Services.
- Any other conditions that are deemed appropriate for a successful return to study.
- Agreement on their academic return to study.

The deadline to submit an interruption of studies is normally up to the end of week 3 of teaching in a semester, applications may be progressed outside of this period if there are exceptional circumstances.

The normal length of interruption is for a minimum of 12 months and with a maximum of 24 months. A student will not have their maximum registration period extended on their return.

Before submitting an interruption request we require the student speaks to their Personal Tutor/Programme Leader/Supervisor in the first instance. We also recommend that students consider and seek advice in relation to their student accommodation, student visa (if relevant) and the funding and financial implications of interrupting.

If following the above considerations if a student wishes to explore an interruption of studies, they should submit a form to the Programme Administration Team. Upon receipt of the form and as part of the interruption process a student may be asked to meet with a member of the Student Academic Services (for example Personal Tutor, Wellbeing Services, Fees or Visas team).

The interruption form will be considered by the relevant teams and a student will be provided with confirmation, via email, of any conditions of return and other necessary details, for example fee implication, visa implication and return of study requirements. This will include an agreed communications and check in plan with the relevant departments over the period of interruption student will be asked to accept these details, prior to the interruption being progressed and approved.

Typically a student will be required to return to the start of the semester in which the interruption commenced.

1.5 Return to Study

Approximately 2 months in advance of the return of study date, the student will be contacted by a member of Student Academic Services to discuss the conditions of their return and provide referrals to any additional services such as academic and wellbeing support.

If the student does not respond it is determined that the conditions have not been met the student will be withdrawn from the programme.

2.1 Withdrawal Application

Before submitting a withdrawal form we normally require that student's speak to their Personal Tutor/Programme Leader/Supervisor. We also recommend that students consider and seek advice in relation to the their student accommodation, student visa (if relevant) and the funding

and financial implications of submitting a withdrawal.

If following the above considerations a student wishes to withdraw from the programme, they should submit a form to the Programme Administration Team. Upon receipt of the form and as part of the review process a student may be asked to meet with a member of the Student Academic Services (for example Wellbeing Services, Fees or Visas team).

The withdrawal form will be considered by the relevant teams and a student will be provided with confirmation, via email, of the outcome. Once the withdrawal has been confirmed, a student immediately ceases to be registered or enrolled as a student and the date of withdrawal will be recorded as such. The Courtauld will notify the relevant external bodies of the withdrawal, for example the Student Loans Company and UKVI.

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