

## Student Withdrawal Policy

**Document reference:** LAAT-NA-POL-WDR

**Department / Function:** Academic Quality & Standards

**Owner:** Register, Mr Stephen Plant

**Oversight committee:** Academic Board

**Approving body:** Academic Board (recommended)/ Board of Governors (final approval)

**Version:** v1.0

**Status:** Draft

**Date approved:** 06/02/2026

**Review date:** Annually from the approve date

**Supersedes:** None

### Regularity alignment with Office for Student (OfS) conditions

The **Student Withdrawal Policy** forms part of London Academy for Applied Technology (LAAT)'s academic governance and student protection framework and supports the fair, transparent, and consistent management of student status changes.

The policy aligns with **OfS Condition B3 (Student Outcomes)** by ensuring that withdrawals are monitored and managed in a way that supports continuation, progression, and informed decision-making. It also aligns with **Condition C1 (Consumer Protection)** and **C5 (Treating Students Fairly)** by providing students with clear, accurate information about withdrawal procedures, academic and financial implications, and available support, thereby ensuring lawful and equitable treatment.

In addition, the policy supports **Conditions E2 and E3 (Management, Governance, and Accountability)** through defined responsibilities, record-keeping arrangements, and institutional oversight of withdrawal decisions. Through these measures, the policy protects students' academic interests, maintains regulatory compliance, and ensures that withdrawal processes are managed in line with sector expectations and good governance practice.

### Terms of Reference

#### 1. Purpose

This policy sets out London Academy for Applied Technology's (LAAT) approach to **student withdrawal** from programmes of study. Withdrawal refers to the permanent cessation of a student's registration on a programme, either at the student's request or through an institution-initiated process. The policy ensures that withdrawal decisions are managed **fairly, transparently, consistently, and lawfully**, while supporting student wellbeing and ensuring compliance with regulatory, validating partner, and consumer protection requirements.

## 2. Scope

### 2.1 Applicability

This policy applies to all students enrolled on higher education programmes delivered by LAAT under franchised or validated arrangements. It applies across all modes of study (full-time, part-time, blended, and approved online delivery) and all LAAT teaching locations and learning environments.

### 2.2 Exclusions and Precedence

This policy does not replace or override the academic regulations of LAAT's validating partner. Where any inconsistency arises, the validating partner's regulations will take precedence, and this policy will be interpreted accordingly.

## 3. Definitions

- **Withdrawal:** The permanent termination of a student's registration on a programme of study.
- **Voluntary Withdrawal:** A withdrawal initiated by the student.
- **Institution-Initiated Withdrawal:** A withdrawal initiated by LAAT due to non-attendance, non-engagement, failure to re-enrol following a study break, or other regulatory reasons.
- **Last Date of Attendance (LDA):** The last evidenced date on which the student attended or academically engaged with the programme.
- **Reasonable Adjustments:** Appropriate and proportionate modifications or support arrangements made to ensure that students with protected characteristics are not disadvantaged, in accordance with the Equality Act 2010.

## 4. Principles

LAAT applies the following principles in managing student withdrawals:

- **Fairness and consistency:** Withdrawal decisions are applied using clear criteria.
- **Supportive approach:** Students are offered advice and alternatives where appropriate before withdrawal.
- **Transparency:** Processes, implications, and outcomes are clearly communicated.
- **Proportionality:** Actions are proportionate to the circumstances of each case.
- **Regulatory compliance:** All decisions align with OfS and validating partner requirements.

## 5. Governance, Committees and Terms of Reference

### 5.1 Governance and Oversight

Strategic oversight of this policy is provided by the Board of Governors. Academic assurance and operational oversight is delegated to the Academic Board.

## **5.2 Oversight Committee Responsibilities**

The Academic Board will:

- Approve and periodically review this policy
- Monitor withdrawal trends and associated risks
- Receive assurance on compliance with regulatory and validating partner requirements
- Recommend enhancements to policy or practice where required.

## **6. Policy Statement**

### **6.1 Voluntary Withdrawal**

Students may request voluntary withdrawal at any time. Before confirming withdrawal, LAAT will normally offer the student advice on alternative options, such as additional support, a Study Break, or course transfer, where appropriate.

### **6.2 Institution-Initiated Withdrawal**

LAAT may initiate withdrawal where:

- a student fails to attend or engage despite reasonable attempts to contact them;
- a student fails to return from an approved Study Break within specified timescales;
- continued registration is no longer permitted under regulatory or validating partner requirements.

### **6.3 Last Date of Attendance**

For all withdrawals, LAAT will determine and record the student's Last Date of Attendance (LDA). The LDA is used for academic records, fee liability, and external reporting purposes.

### **6.4 Fees, Funding, and Student Finance**

Students will be advised that withdrawal may affect tuition fees and student finance entitlement. LAAT will ensure appropriate reporting and guide students to seek specialist financial advice where required.

### **6.5 Communication of Withdrawal**

Withdrawal decisions and confirmation will be communicated to the student in writing, including:

- the effective date of withdrawal;
- the recorded Last Date of Attendance;
- implications for fees, funding, and progression;
- signposting to relevant advice or support.

## **7. Standard Operating Procedure (SOP)**

Detailed operational procedures for processing student withdrawals are set out in **Appendix A**. The Standard Operating Procedure (SOP) provides clear guidance on how withdrawals are

managed in practice and ensures that decisions are made in a **consistent, transparent, and timely manner**, while protecting student interests and academic standards. The SOP should be read in conjunction with this policy and relevant academic regulations.

## 8. Regulatory, Partner and Legal Alignment

### 8.1 Validating Partner Requirements

This policy aligns with the academic regulations and student progression requirements of **Plymouth Marjon University**. In developing this policy, LAAT has had regard to the **Student Regulations Framework**, particularly the provisions relating to attendance, interruption of studies, withdrawal, and fees.

Where validating partner regulations are updated or amended, this policy and its associated procedures will be reviewed to ensure continued alignment.

### 8.2 Regulatory Framework

This policy supports LAAT's compliance with the Conditions of Registration set by the **Office for Students**, in particular:

- **Condition B2** – Information for students
- **Condition B4** – Fairness and transparency
- **Condition C1** – Consumer protection

### 8.3 Legal Requirements

This policy is informed by, and must be applied in accordance with, relevant legal and statutory obligations, including:

- **Equality Act 2010**
- **UK General Data Protection Regulation (UK GDPR)**

## 9. Monitoring, Compliance and Review

### 9.1 Monitoring

Withdrawal activity, including the number of withdrawals, reasons for withdrawal, recorded Last Dates of Attendance (LDA), and progression outcomes, is monitored by the Student Support Team. Summary data and identified trends are reported to the Academic Board as part of LAAT's quality assurance, student retention, and progression monitoring arrangements.

### 9.2 Compliance

Failure to comply with this policy or its associated procedures may be addressed through appropriate academic or administrative processes. Any action taken will be proportionate, evidence-based, appropriately authorised, and supported by a clear audit trail.

### 9.3 Review

This policy will be reviewed **annually**, or sooner where required due to changes in regulatory expectations, legal obligations, validating partner requirements, or institutional practice. The Policy Owner is responsible for initiating the review and presenting any proposed amendments through the appropriate governance routes.

## 10. Responsible People / Roles include

- **Register (Policy Owner): Mr Stephen Plant**  
Overall accountability for policy implementation
- **Head of Academic Quality: Dr Vishwanath Kokkonda**  
Ensures policy compliance, documentation, and audit readiness.
- **Programme Lead: Mr Amarjeet Singh**  
Academic advice, withdrawal review, approval oversight, compliance assurance
- **Student Support Officer: Ms Nadia Asim**  
Responsible for operational monitoring and intervention
- **Academic Staff**  
Academic staff are responsible for the accurate and timely monitoring of student attendance and engagement.
- **Students**  
Students are expected to take responsibility for their own attendance and engagement.

### List of people and contacts

Role	Name	Contact email
Register	Mr Stephen Plant	<a href="mailto:Stephen.plant@laat.ac.uk">Stephen.plant@laat.ac.uk</a>
Head of Academic Quality	Dr Vishwanath Kokkonda	<a href="mailto:Vishwanath.kokkonda@laat.ac.uk">Vishwanath.kokkonda@laat.ac.uk</a>
Programme Lead	Mr Amarjeet Singh	<a href="mailto:Amarjeet.singh@laat.ac.uk">Amarjeet.singh@laat.ac.uk</a>
Student support officer	Ms Nadia Asim	<a href="mailto:nadiaasim@laat.ac.uk">nadiaasim@laat.ac.uk</a>

## 11. List of Document

This policy should be read in conjunction with the following institutional documents

- Deferrals Policy
- Study Break Policy
- Course Transfers Policy
- Student Attendance and Engagement Policy
- Fitness to Study Policy

## 12. Evidence

- Deferrals Policy
- Study Break Policy
- Course Transfers Policy
- Student Attendance and Engagement Policy

- Fitness to Study Policy

**Mapping table for evidence items related to OfS conditions**

Evidence Item	Purpose / What it Demonstrates	Relevant OfS Condition(s)
Deferrals Policy	Demonstrates fair, transparent, and consistent arrangements for temporary interruption of studies, protecting student interests and academic continuity.	B1 (Academic Experience), B2 (Resources & Support), C1 (Consumer Protection Law), C5 (Treating Students Fairly), E2 (Management & Governance)
Study Break Policy	Provides structured support for students requiring temporary breaks, promoting wellbeing, retention, and progression.	B1 (Academic Experience), B2 (Resources & Support), B3 (Student Outcomes), C3 (Student Protection Plan), E2 (Management & Governance)
Course Transfers Policy	Ensures regulated and transparent processes for programme changes, maintaining academic standards and protecting students' contractual rights.	B1 (Academic Experience), B4 (Assessment & Awards), C1 (Consumer Protection Law), C5 (Treating Students Fairly), E3 (Accountability)
Student Attendance and Engagement Policy	Demonstrates systematic monitoring of student engagement, continuation, and academic progression, supporting early intervention.	B1 (Academic Experience), B3 (Student Outcomes), B4 (Assessment & Awards), F1 (Provision of Information), F2 (Information Controls)
Fitness to Study Policy	Shows arrangements for managing student wellbeing, safety, and academic capability in a fair and proportionate manner.	B2 (Resources & Support), C3 (Student Protection Plan), C5 (Treating Students Fairly), E1 (Public Interest Governance), E2 (Management & Governance)

**Appendix A – Standard Operating Procedure (SOP): Withdrawals**

**A1. Process Overview**

This SOP sets out the step-by-step process for managing student withdrawals, including voluntary and institution-initiated withdrawals. It ensures that withdrawals are handled fairly, consistently, and in accordance with regulatory and validating partner requirements.

**A2. Step-by-Step Stages**

**Stage 1 – Initial Contact and Advice**

- A student may contact the Student Support Team to request withdrawal, or Student Support may initiate contact due to non-attendance or non-engagement.
- Where appropriate, the student is offered advice on alternatives to withdrawal, such as additional support, a Study Break, or course transfer.

### **Stage 2 – Submission or Identification of Withdrawal**

- **Voluntary withdrawal:**
  - The student submits a withdrawal request using the approved LAAT process.
- **Institution-initiated withdrawal:**
  - Student Support documents non-engagement and records reasonable attempts to contact the student over a defined period.

### **Stage 3 – Review and Authorisation**

- Student Support and relevant academic staff confirm:
  - the student's academic status;
  - the **Last Date of Attendance (LDA)**;
  - any outstanding academic or regulatory considerations.
- The withdrawal is authorised by an appropriate decision-maker in line with delegated authority arrangements.

### **Stage 4 – Communication of Outcome**

- Withdrawal is confirmed to the student **in writing** and includes:
  - the effective date of withdrawal;
  - the recorded LDA;
  - implications for fees, funding, and progression;
  - signposting to relevant advice or support services.

### **Stage 5 – Record-Keeping and Reporting**

- All withdrawal decisions and supporting documentation are recorded securely in LAAT's approved systems.
- Records are maintained in accordance with **UK GDPR** and institutional data retention policies.
- External reporting (e.g. to funding or regulatory bodies) is completed where required.