



De-Registration, Withdrawal and Study Break Policy

Document Version Control	
Document Title:	De-Registration, Withdrawal and Study Break Policy
Review Body:	Academic Board
Approving Body:	Senior Leadership and Management Team
Document Lead:	Provost
Date of Approval:	June 2026
Date of Last Review:	June 2026
Date Effective from:	July 2026
Date of Next Review:	June 2027

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1. Purpose

The purpose of this policy is to set out William College's approach to student de-registration, withdrawals and study breaks in a manner that is supportive and compliant with both internal processes and external requirements. It defines the framework by which students may formally interrupt or terminate their studies and outlines the responsibilities of students and staff in ensuring accurate and timely implementation.

2. Scope

William College supports students in making informed decisions regarding continuation, interruption or withdrawal from their studies. All such decisions should be based on clear evidence, proper consultation, and thorough consideration of the implications. Students will be offered guidance to explore alternative solutions wherever possible before any interruption or withdrawal is finalised. Formal decisions and status updates will be documented and processed in collaboration with the relevant partner university, with students informed accordingly.

Where applicable, the College will defer to Partner University's regulations and policies. In such cases, the College will liaise with the awarding body to ensure procedural integrity and consistency. Partner University's policies that may take precedence are detailed below.

2.1 Bath Spa

William College deals with student requests in relation to deferrals, study break, and withdrawals in compliance with BSU Academic Regulations and relevant policies. Cases are referred by William College to BSU for consideration and decision.

In the College's policy locator for BSU it states that Study Break and Student Withdrawal matters, the responsibility is 'hybrid'.

- [BSU Study Break Policy](#)
- [BSU Student Withdrawal Policy](#)

2.2 Birkbeck

In the College's policy locator for Birkbeck it states that Study Break and Discontinuation matters, the responsibility is Birkbeck's.

- [Birkbeck Break in Study Policy](#)
- [College Policy and Procedure for the Discontinuation of a Student's Registration on a Programme of Study](#)

3. Student Facing Definitions

3.1 De-registration

De-registration refers to the ending of your studies **within the first two weeks** of your course. De-registration can be voluntary or instigated by William College.

Voluntary De-registration

Voluntary de-registration is when you decide within the first two weeks of your course that you no longer want to continue with your course. Students may want to de-register for many differing reasons, including changing their minds about the course they are studying, homesickness, or health concerns.

College De-registration

The College may decide to de-register a student within the first two weeks of their studies for a number of reasons including unacceptably low engagement or the student's failure to secure funding.

3.2 Withdrawal

Withdrawal is when you stop your studies completely. The decision to (request to) withdraw can be made by you (voluntary withdrawal) or by the College.

In all cases, the final decision regarding a student's withdrawal rests with the partner university. Once confirmation is received, the Attendance and Intervention Team and IT department will ensure the student's status is updated in both the College's and the university's systems.

Voluntary Withdrawal

The College recognises that there are circumstances in which you may think about permanently withdrawing from your studies. These include challenges with studying, finances, wellbeing, or personal commitments.

College Withdrawal

The most common reason why the College will withdraw you is because of your failure to adhere to our Engagement Policy i.e. you are not engaging sufficiently with your studies. The second most common reason why a student gets withdrawn is as a result of academic failure.

3.3 Study Break

A study break is a temporary suspension of your studies. A Study Break is where you have an extended period of time (e.g. several weeks or months) away from your studies because of longer-term personal circumstances which affect your capacity to study.

The request for a study break needs to be made by you, the student.

4. Procedures

4.1 Voluntary De-registration

Students considering de-registration must engage with their Programme Leader or the Student Support and Wellbeing team to understand the implications and assess alternative pathways. If, after these discussions, the student elects to proceed, they must complete and submit the relevant form (see Partner University).

The Attendance and Intervention Team will then process the request and consult the partner university for formal confirmation. Only once this confirmation is received will the de-registration be recorded in the College's systems. Students will be notified of the outcome in writing. It is essential that this process is actioned promptly and accurately to ensure data integrity across systems and compliance with external regulations.

N.B. Student Status 'De-registered' must be used only for new students (in their first year of studies with William College).

4.2 College De-registration

Any new students joining William College are subject to related policies and academic regulations. For example, any new student is expected to attend and engage with their classes and learning materials as per relevant policies, alongside completing registration (enrolment) with partner university as per the

university's processes. Any new student that fails to register, with lack of funding and/or does not attend classes within the first two weeks from the start date of the course may be de-registered from the course. Responsibility for recommending decisions of de-registrations lies with the Attendance and Intervention Team and will be sent to the partner university for final sign-off.

N.B. Student Status 'De-registered' must be used only for new students (in their first year of studies with William College).

4.3 Withdrawal

The process follows the same sequence as de-registration, with final confirmation issued only after approval is received from the relevant university partner. Upon confirmation, the student's status is updated to *Withdrawn* and recorded in the appropriate systems.

4.4 Voluntary withdrawal

Any new and returning students who would like to withdraw from their studies at any point in time during the Academic Year should seek support. Support can be given by their Programme Leader, Student Support, and Student Finance. These parties can help them to explore options to continue with their studies and acknowledge any implications related to withdrawing from a course. Should a student wish to proceed, they should complete the relevant withdrawal form and send it to the Attendance and Intervention Team for actioning.

Requests to withdraw from your course, should be made **at least 7 working days before the end of the current term**.

If you are funding your course with SLC funding it is especially important that you talk to our Finance Manager to ensure that your eligibility for funding for any future study is not put at risk by your withdrawal. The College will normally only collect funds from SLC until the date of your withdrawal; you will become liable for the remainder of your outstanding fees

If you decide to proceed with withdrawal, you need to email Attendance and Intervention Team, providing the following information:

- Last date of attendance
- Reason for wanting to withdraw (please provide as much detail as possible)
- Confirmation that you have discussed the decision with your Programme Leader and our Finance Manager

4.5 College Withdrawal for Non-engagement

If a student fails to show satisfactory engagement and/or progression on their programme, they might be withdrawn from their course. Please check our Engagement Policy (available on the website).

If they are Student Loans Company (SLC) funded student, we will only receive tuition fee funding from the SLC for the period from the course start date until their withdrawal date. This amount will be claimed from the SLC and any future payments will be cancelled.

4.6 College Withdrawal for Non-payment of Tuition Fee

If a student has outstanding tuition fee debt they can be withdrawn at any stage of the year in line with our Tuition Fees, Refunds and Compensation Policy.

Once they are withdrawn, they have no right to access any of William College's systems.

If they are an SLC funded student, the College will only receive tuition fee funding from the SLC for the period from the course start date until their withdrawal date. This amount will be claimed from the SLC

and any future payments will be cancelled. If they are a self-funded or sponsored student, they or their sponsor will be liable for any outstanding fees.

4.7 Withdrawal for Academic Reasons

If a student is withdrawn at an Award Board because of academic failure, they will be liable to pay the full tuition fees for that year regardless of whether or not they have passed modules or obtained any qualifications. If their tuition fees are paid through the SLC, the College will claim the full tuition fees through the SLC.

4.8 Repayment of SLC Funding

For Withdrawal (either Voluntary or by the College), the SLC will normally ask the student to return (immediately after the withdrawal) any **overpayments** of tuition fees and maintenance loan with interest. If they are unable to re-pay, they will need to communicate with SLC to discuss arrangements such as an instalment plan or adjustment with their next funding application.

The student will need to repay any Maintenance Loans and Tuition Fee Loans in the usual way i.e. once they start earning over the threshold. How much they will need to repay will depend on the time during their course that they leave e.g. if they leave in Term 2, they may need to repay 50% of the loan for that year.

4.9 Study Breaks

The study break process begins when a student submits a formal request, outlining the circumstances requiring them to pause their studies. The request must be accompanied by appropriate evidence, such as medical documentation or evidence of personal difficulties. Upon receipt, the Attendance and Intervention team reviews the request and consults with the student to consider whether any reasonable adjustments or alternative options could enable them to continue.

If the request is deemed valid, it is forwarded to the partner university for final approval. Once approved, the student's status is updated to 'Study Break' within the system. One month prior to the planned return date, the Attendance and Intervention Team contacts the student to confirm their readiness to resume studies and arranges appropriate group allocation in coordination with the IT department. Students will typically return at the start of the next academic intake depending on programme structure and availability.

4.9.1 Why a student might want to take a study break.

There are differing reasons why a student might want to take a study break. These include:

- Personal illness
- Illness of a close family member
- Temporary relocation

4.9.2 Taking a study break

If a student wants to take a study break, they need to request it **at least 7 working days before the end of the current term**.

If they take a study break, any credits they have gained up to that point will be 'held' until they pick up your studies again.

A study break can ordinarily only be for up to a year. After a year of study break, if they cannot return, the College would withdraw them, and they can claim any credits that they have gained.

If a student wants to take a study break they need to email the Attendance and Intervention Team, providing the following information:

- Last date of attendance
- Start and end date that you wish to take a break
- Reason for wanting to take a study break.

Before taking a study break the student will be asked to discuss the implications of the break with a member of our Finance team. If they are receiving financial support from the SLC or your fees are sponsored, the relevant body will be notified of the study break and your expected date of return. As a consequence, the SLC may suspend any future maintenance loan and tuition fee payments. These payments will be re-started by the SLC when the student returns to study, but there may be some interruption to payments. If they are a self-funded or sponsored student, they or their sponsor will be liable for any outstanding fees.

During a study break, the student will not be able to engage with their course and will not have access to relevant facilities.

Before they return to study, they will be contacted to organise re-enrolment. Alternatively, they can contact us to confirm your re-enrolment.

5. Related Policies and Procedures

- Partner University Policies listed above
- William College's Student Course Transfer Procedure
- Tuition fees, Refunds and Compensation Policy