

Student Withdrawal Policy

1. Policy Statement

Elizabeth School of London (ESL) is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programmes. ESL has a commitment to ensure that within this general framework, all students are treated fairly and equitably. Students who do not support the academic and ethical goals of ESL may be subject to penalties, up to and including withdrawal from the programme.

In conjunction with this policy, ESL will ensure that students receive and are aware of its code of conduct, its attendance policy, and its progression policy.

The following outlines the conditions under which a student may be withdrawn from the Programme:

- Student withdrawal on the basis of attendance;
- Student withdrawal on the basis of progression;
- Withdrawal of disabled students on the basis of academic progression;
- Voluntary withdrawal;
- Withdrawal on the basis of disciplinary action.

2. Student Withdrawal on the Basis of Attendance

ESL has a system of letters or e-mails which are designed to warn students if their attendance is likely not to meet the Attendance Policy. These letters or e-mails are of two types:

i. Reminders of the need to attend

ii. Formal warning letters which require the student to contact ESL immediately to explain their absences. A Second Formal Warning Letter is issued immediately prior to removing the student's name from the register, Student Finance England (SFE) informed and for non-EU students' withdrawal of sponsorship and UKVI informed.

The pattern of sending out letters or e-mails may vary but generally is as follows:

In the event that a student has been absent for three consecutive days an email will be sent to remind them of the need to attend.

If the student does not attend 1 week of classes, equivalent to 15 guided learning hours, an Attendance Reminder Email will be sent to the student followed by a telephone call (Student will be also be asked to confirm or update

their contact details including email ID, contact address and any alternate phone numbers). This requires the student to contact ESL at the earliest opportunity to provide an explanation regarding absences.

Following 2 weeks of consecutive non-attendance (equivalent to 30 guided learning hours); a further reminder letter is sent.

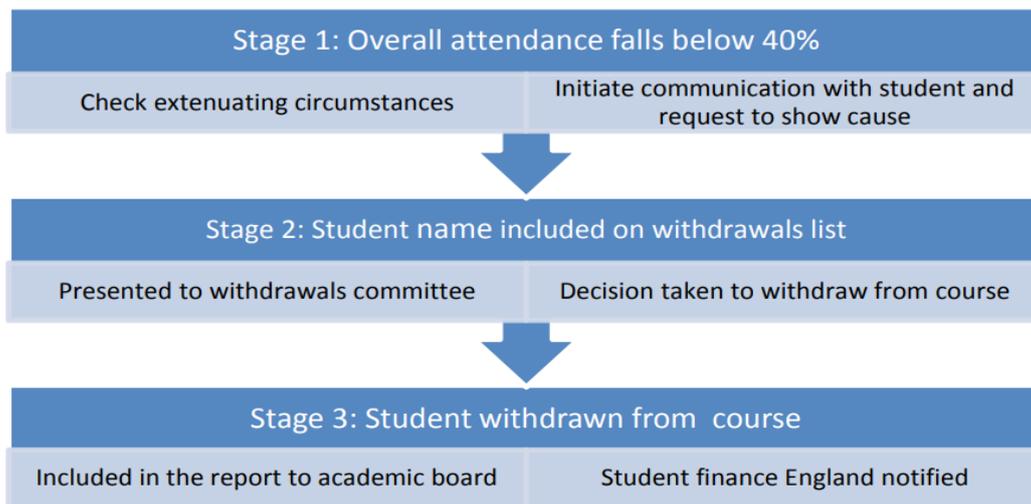
Following 3 weeks of consecutive non-attendance (equivalent to 45 guided learning hours), ESL will be sent an Attendance Meeting Warning letter (by post) to the student followed by an email inviting the student for a meeting with the Programme Leader.

Following the meeting with the Programme Leader, the attendance has not improved. ESL will email and send a Final Attendance Warning letter to the learner.

With the final Attendance Warning letter, the student's name will be entered on the withdrawal list, which will be sent to the withdrawal committee. The withdrawal committee will decide on whether or not the student shall be required to withdraw from ESL. If the student is to be required to withdraw, the decision will be reported to the Administrator for formal communication to the student. The student's name will be removed from the register and Student Finance England (SFE) will be informed; or sponsorship withdrawn immediately after the tenth missed consecutive contact point (and UKVI notified, in the event of non-EU students).

Any student that has been in receipt of student finance and does not reply to any withdrawal communication, must know that steps will be taken to withdraw their place on the programme. This action will be taken on the student's behalf as a result of the lack of response and could leave the student liable to pay back any tuition fees to the Student Loans Company received for their studies. The right is reserved to communicate the student's enrolment and attendance history to the Student Loans Company so a fair assessment can be made.

If at any point during a semester a student's attendance is such that their overall attendance could not be above 80%, they will be sent a First Attendance Warning Letter. Following this a Second Attendance Warning Letter will be sent when their attendance is such that their overall attendance could not be above 65%. If the student's attendance does not improve and their overall possible attendance is such that their overall attendance could not reach 40%, their name will be entered on the Withdrawal list. The withdrawal committee will withdraw the student and their name will be removed from the register and SFE will be informed or sponsorship withdrawn from the UKVI's sponsor management system. (See WP1.1 below).



3. Withdrawal of Students on the Basis of Progression

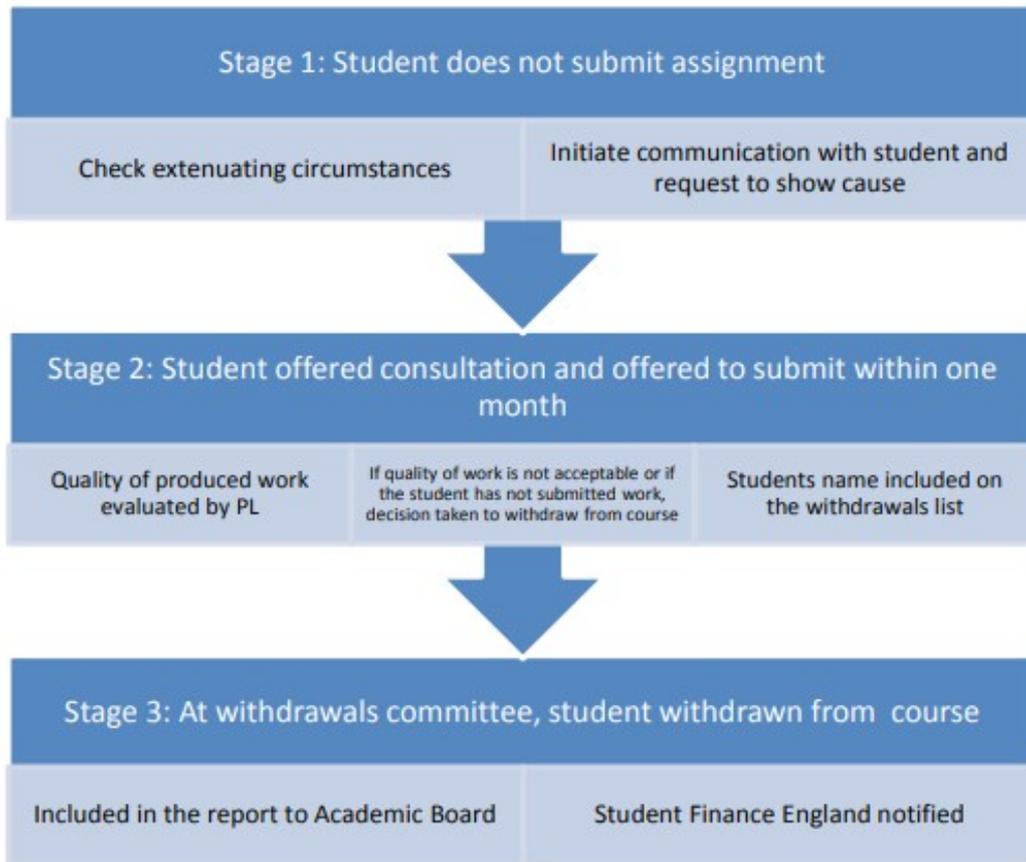
We encourage students to progress in their chosen course of study where they will be able to complete their course in a timely manner. In addition, for non-EU students, it is a mandatory condition for their student visa to demonstrate that they are continuously committed to their studies and intend to complete their course within the allowed time.

Students MUST take the first opportunity to be assessed for each of the modules they follow each semester. The only exclusion is if the student is having extenuating circumstances where the student will need to formally request ESL to treat the individual student's situation as a case that falls under the school's policy on extenuating circumstances where the academic board will agree on the course of action for the student. This request has to be treated in-line with the deferrals and late submissions policy, and there may be a requirement to notify the relevant awarding body, depending on the severity of the case.

Any student who does not take the first assessment opportunity will be referred to Assessment Board. The relevant Programme Leader to confirm relevant remedial action and responses recorded.

There is an opportunity for the student to attend Review of Academic Performance Meeting which will be organised by the Programme Leader to support and recognise any issues and propose any remedial actions to improve progression.

If a student misses the second assessment opportunity without a proper reason, the student will be withdrawn from the course and will be given the opportunity to either defer to a later group or to withdraw entirely. Based on the response, SFE and UKV&I will be notified. (See WP1.2 below).



4. Withdrawal of Disabled Students due to Academic Progress

The Disability Office records all the involvement it has with students and where the appropriate support has not been fully implemented, Disability Services will intervene. When the Disability Office has seen all possible support administered, but the Academic Department ultimately decides to withdraw the student, the decision does not relate to disability but is based on the fact that the student's academic progress is not at the appropriate level. The Disability Officer will participate on a Withdrawal Committee where the student in question is disabled or it is suspected that s/he may have a disability or learning difficulty.

As a standard practice, where a disabled student is withdrawn, this will take place after:

- i.* The Disability Office has exhausted its resources to implement support;
- ii.* The Academic Department has adhered to the support recommendations as effectively as possible;

iii. The Academic Department has conducted careful review of the student's academic progress and deemed it unrealistic for the student to catch up or to pass the minimum requirement of the course;

iv. Or, a Disciplinary Panel has considered the student unsuitable, despite having the necessary provisions already in place.