

Student Withdrawal Policy

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| Responsibility for Policy: | Registrar and Deputy Chief Executive |
| Relevant to: | All LJMU Staff, Students and Academic Partnerships |
| Approved by: | Education Committee – May 2017, June 2019 |
| Responsibility for Document Review: | Academic Registrar/ Head of Registry Services. |
| Date introduced: | 2002 |
| Date(s) modified: | September 2016, April 2017, July 2020, July 2021, July 2022, July 2023 |
| Next Review Date: | May 2024 |

RELEVANT DOCUMENTS

List here any documents that relate to the creation of this policy.

- Student Support Regulations
- HESA Guidelines
- UKVI Sponsor Guidance

RELATED POLICIES & DOCUMENTS

List here any internal policies or documents that are relevant to this policy.

- Staff Handbook
- Code of Conduct for Staff
- Disciplinary Procedure
- Financial Regulations
- Risk Assessment Policy and Procedure

Student Withdrawal Policy 2023/2024

Students making a decision to withdraw from their programme of study should be supported to explore other options available to them, with withdrawal seen as a last resort.

Students decide to withdraw or are withdrawn from their academic programme and the University for a variety of reasons:

- Student wishes to withdraw from their programme
- Student wishes to transfer out of LJMU to a different institution
- Student is required to withdraw due to academic failure
- Student is expelled as the outcome of a student disciplinary process, a criminal convictions panel or for academic misconduct.
- Student is required to withdraw as an outcome of the fitness to study/practice processes
- Student is required to withdraw due to failure to abide by university regulations (e.g. non-payment of fees)
- Student is required to withdraw due to external compliance issues (e.g. UKVI regulations)
- Student fails (or ceases) to attend their programme
- Student fails to arrive to study
- Death of a student (see separate policy)

All students considering withdrawal from their studies should seek academic advice and student guidance as soon as possible from both their Programme Leader and Student Advice and Wellbeing before making the decision to withdraw. Advice and guidance can also be sought from Personal Tutors and JMSU.

If following advice the student wishes to proceed with withdrawal, they should confirm their decision with reasons by completing the online withdrawal form on the My LJMU portal <https://my.ljmu.ac.uk/> , and should return their University ID card.

International students studying on a Tier 4 visa should note that their LJMU sponsorship will be cancelled and their withdrawal will be reported to the UKVI.

Once a student has been withdrawn from the University they do not normally have access to University systems and are not permitted to submit coursework or sit exams/assessments. Withdrawn students will be considered at the next assessment board and credit awarded where applicable.

Further details relating to withdrawal are available from Registry Services at Studentadministration@ljmu.ac.uk or by completing a [student enquiry form](#).

Student Withdrawal Charges

If a student withdraws from their academic programme, or goes on a period of 'leave of absence', their tuition fees will be recalculated on the following basis:

All Undergraduate, PGCE, PGDE, M Arch Architecture students

Fees will be charged on a 25%, 25%, 50% basis, based on the start date of a programme, and the related liability point as recognised by the Student Loans Company(s).

For the 2023/2024 academic year (standard start dates) the liability points are:

Liability Point 1 = On or after the 9th October 2023 for all students

Liability Point 2 = On or after the 3rd January 2024 for all students

Liability Point 3 = On or after the 2nd April 2024 for all students

For example:

| Tuition Fee Charged | Liability Point 1 | Liability Point 2 | Liability Point 3 |
|----------------------------|--------------------------|--------------------------|--------------------------|
| £9250 | £2312.50 | £4625 | £9250 |
| £9000 | £2250 | £4500 | £9000 |
| £7700 | £1925 | £3850 | £7700 |
| £3465 | £866.25 | £1732.50 | £3465 |

Postgraduate Students

Students will be charged on a weekly basis for the proportion of the programme completed from the programme start date to the formal date of withdrawal, based on a 45 week academic year (with the exception of students being funded by Student Finance Northern Ireland, who will be charged in the same manner as UG).

The fee for a research student 'writing up' is not reduced should the student withdraw.

CPD's or Programmes less than 15 weeks in Length

There is no fee reduction for short programmes if a student withdraws.

International Students

International student withdrawal charges are calculated in an identical manner to the equivalent Home programme.

For undergraduate students fee liability is calculated on a 25%, 25%, 50% basis using the same liability points. For postgraduate students fee liability is calculated on a weekly basis based on a 45 week academic calendar.

Any scholarships awarded before enrolment are discounted in full from the liability calculation.

If the student withdrawal date is disputed, then the last recorded date on which University resources or facilities were used will be taken as the date of withdrawal. Further details relating to withdrawal are available from [Registry Services](#).