

IAB Student Withdrawal Policy

Responsibility for the Policy:	Director of Higher Education
Relevant to:	All Students
Approved by:	Business Strategy Team
Date Introduced:	January 2018, Updated July 2018, September 2021
Next Review Date:	September 2023

Relevant Documents:

IAB Student Handbook
The Programme Guide

Related Policies and Documents:

IAB Student Discipline Policy
IAB Financial Aid Policy
IAB Student Attendance Policy
IAB Fitness to Study Policy
IAB Tuition Fees Policy
IAB Student Social Networking and Media Policy

Context:

The decision to withdraw from a programme of study, whether taken by the student themselves, or by the IAB, should be seen as a last resort.

Students should be supported to explore other options available to them in the attempt to prevent the withdrawal.

IAB Student Withdrawal Policy

Students decide to withdraw or are withdrawn from their academic programme of study for a variety of reasons. The following list is not seen as exhaustive:

- Student wishes to withdraw from their programme for personal, health or financial reasons.
- 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 Policy and/or Attendance Monitoring and/or Probation Attendance.
- Student is required to withdraw due to failure to abide by IAB and/or Liverpool John Moores regulations (e.g. non-payment of tuition fees).
- Student is required to withdraw due to external compliance issues (e.g. Visa regulations).
- Student fails (or ceases) to attend their programme.
- Student fails to arrive to study.

Any student considering withdrawal from their programme should seek advice as soon as possible from either or both their Year Group Tutor / Programme Leader and the Director of Student Services.

If, following advice, the student wishes to proceed with withdrawal, s/he should confirm their decision with reasons by completing the withdrawal form, return the form to Registry and, hand in their LJMU ID card where following an LJMU programme of study.

In the event that IAB takes the decision to withdraw the student, the student will be asked to complete the withdrawal form, return the form to Registry and, to hand in their LJMU ID card where following an LJMU programme of study.

In the event that the student does/will not complete the withdrawal form, Registry will complete the form and make the return, where appropriate, to LJMU.

Once a student has been withdrawn s/he does not normally have access to IAB or LJMU systems and are not permitted to take assessments. Withdrawn students will be considered at the next Board of Examiners and credit awarded where applicable.

If the student withdrawal date is disputed, the last recorded date of attendance on the register will be used.

Eligibility for a refund of fees paid to the IAB is detailed within the IAB Student Tuition Fees Policy.