Institute of the Arts Barcelona

IAB Student Withdrawal Policy

Policy

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Policy Details

Responsibility for the Policy	Principal
Relevant to	All Students
Approved by	Senior Leadership Team
Date Introduced	January 2018
Reviewed	July 2018, September 2021, November 2023
Next Review Date	November 2027
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, 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Students may decide to withdraw or are withdrawn from their academic programme of study for a variety of reasons.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:

1. Student wishes to withdraw from their programme for personal, health or financial reasons.
2. Student is required to withdraw due to academic failure.

3. Student is expelled as the outcome of a student disciplinary process, a criminal convictions panel or for academic misconduct.
4. Student is required to withdraw as an outcome of the Fitness to Study Policy and the IAB Attendance Policy
5. Student is required to withdraw due to failure to abide by IAB and/or Liverpool John Moore's regulations (e.g., non-payment of tuition fees).
6. Student is required to withdraw due to external compliance issues (e.g. visa regulations).
7. Student fails (or ceases) to attend their programme.
8. 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 Student Services.

If, following advice, the student wishes to proceed with withdrawal, they should confirm their decision with reasons by completing the withdrawal form, return the form to Student Services and, when applicable, hand in their LJMU ID card.

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 Student Services and, to hand in their LJMU ID card, when applicable.

In the event that the student does/will not complete the withdrawal form, Academic Administration will complete the withdrawal process as required.

Once a student has been withdrawn, they will not have access to IAB or LJMU systems and are not permitted to take assessments. Withdrawn students following an LJMU programme of study 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.