



ICHAS

Section 8 - Student Supports

Subject:		Procedures associated with Learners seeking to Withdraw from Programmes	
<i>Date Approved by Board of Directors:</i>			July 2019
Policy Version	1/2019	Date due for Revision	February 2024
Parent Policy	Policy on Learners seeking to Withdraw from Programmes		

INTRODUCTION

The College, within a context of its duty of care to enrolled learners offer students deciding to terminate studies by withdrawing from their programme of studies the opportunity to complete an exit interview to both understand their decision and support them in their decision. An important component on this process is that the student has a clear understanding of the implications of withdrawal so they can make as fully informed decisions as possible and consider relevant options.

ICHAS recognises that the College has a duty of care to all learners throughout their studies and this equally applies to learners who decide to withdraw before completion of a Programme. Where non-EEA learners have been granted a visa based on their learner status at the College, ICHAS will ensure a full record of the learner's withdrawal is documented in order to provide notification to the relevant authorities if requested. Likewise, ICHAS will ensure that learners who withdraw from a course prior to completing the qualification will be given recognition for any credits satisfactorily completed up to the date of withdrawal, provided all fees due up until this date have been paid in full.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Programme Co-Ordinator	Processes the withdrawal request and advises the learner on the exit interview process
Registrar	Conducts the Exit interview

PROCEDURES

The following procedures relate to Withdrawal from a Programme of Studies

- The student indicating a wish to formally withdraw from a programme before completion is advised that they must submit a "Withdrawal Request"
- The student is encouraged to receive either financial and/or academic counselling prior to completing the request for withdrawal because it is important for students to fully understand the academic and financial consequences of a decision to withdraw.
- Withdrawn students are considered at the next examinations board and credit awarded where relevant.
- Students who leave the College without withdrawing through regular channels or who attempt to withdraw late without providing evidence of extraordinary reasons receive Fail grades for all unfinished work which may result in failing some or all modules or that semester.
- Learners who are receiving sponsorship from an employer or others are advised that the College may be required to notify the sponsoring agency when a student fully withdraws from the College.
- Learners are advised that their notification to Withdraw should be submitted to the Programme Coordinator and copied to the Programme Director and Head of Finance.
- The Programme Coordinator arranges an appointment time and date for an exit interview.

Exiting learners are advised that:

- They are not required to attend such interviews
- That the purpose of the exit meeting is not to alter their decision,
- Not required to disclose information of a sensitive nature if such information or circumstances have contributed to a decision to withdraw
- The meeting is confidential and pastoral in nature.

Exiting learners ARE advised that the purpose of the Exit meeting is:

- To determine the reasons for the learner's decision, and ensure that the decision is an informed decision
- That the learner is aware of the implications of exiting before programme completion
- Provide the learner with pastoral and academic guidance
- To advise the learner, where applicable, of alternative options available to them

Exit interviews are scheduled within 2 weeks of the withdrawal notice being submitted and may take place in person, by telephone, or may be through a virtual meeting.

The learner may be accompanied by a friend, relative or fellow learner but any discussion is between the learner and the Interviewer (normally the Vice President Academic Affairs, Director of Studies or Registrar). A brief minute of the meeting with outcomes identified is maintained and a copy provided to the Exiting learner and a copy is retained on the learner file for a period of 2 years.

Linked Policies and Procedures

Linked Policies	Policy on Learners seeking to Withdraw from Programmes
Linked Procedures	

