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Interruption and Withdrawal of Studies Policy

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Policy owner:	HMTA Head of Programme
Lead contact:	HMTA Head of Programme
Audience:	HMTA Staff, Applicants and Students,
Approving body:	Board of Trustees
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Related Statutes, Ordinances, General Regulations	• Validating Universities Academic Regulations • Equality Act 2010
Related Polies, Procedures and Guidance:	NSCD Student Complaints, Student Engagement & Support through Studies, Academic Appeals Harassment, Sexual Misconduct & Related Behaviours, Learning Culture & Codes of Practice
UK Quality Code Reference:	Quality Code Expectations for Quality; Advice and Guidance: Concerns, Complaints and Appeals
OfS Conditions Reference	C Conditions: Protecting the interests of Students
Equality & Diversity Considerations:	Policy should be available in accessible format for all students
Further Information:	

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Interruption & Withdrawal Policy

1. Introduction

This policy outlines the process and implications of Interruption (temporary suspension of studies) and withdrawal (permanent termination of studies) for Higher Education (HE) students. It aims to provide clarity and support to students considering these options while ensuring compliance with institutional and regulatory requirements.

2. Scope & Principles

2.1 The policy applies to all processes relating to the Interruption or withdrawal of studies for students on Higher Education courses at HMTA.

2.2 The policy aims to provide clarity on the process and implications of a student either interrupting or withdrawing from their studies.

2.3 The policy includes information on Student Finance and Exit Awards where a student can seek support.

2.4 Reasons for Interruption or Withdrawal:

Students may choose to interrupt or withdraw for a variety of reasons, including but not limited to:

- Health or personal circumstances.
- Financial difficulties.
- Academic challenges.
- Professional or family commitments.
- Career redirection or dissatisfaction with the course.

3. Definitions

- **Interruption:** A formal break from studies, typically lasting up to one academic year, after which the student intends to resume their course.
- **Withdrawal:** A formal decision to permanently leave the course and terminate enrolment with the institution.

4. Interruption Policy

4.1 Eligibility and Duration

- An Interruption of Studies is available to students who are meeting academic and institutional requirements and have completed at least one term of study, unless exceptional circumstances apply.
- The maximum duration for Interruption is one academic year. Extensions may be granted in exceptional circumstances.

4.2 Process for Requesting Interruption

1. Consultation: The student should meet with a tutor, Head of Faculty or member of the Student Support team to discuss their intention to interrupt and explore possible alternatives.

2. Application: Submit a formal Interruption request form via email to: enquiries@hopemilltheatrearts.co.uk

3. Approval: The application will be reviewed by the Senior leadership team in consultation with NSCD and the student will be notified of the decision in writing.

4. Return to Studies: Students must confirm their intention to return no later than the end of the May before the start of the academic year. Where a student interrupts studies due to medical reasons, they will be required to provide a medical certificate to confirm it is safe to return to studies.

4.3 Financial Implications

• Tuition fees will be recalculated based on the date of Interruption, and any refunds or adjustments will follow the HMTA's Fees policy.

• All future years of study will be charged at the full fee.

• Students should consult Student Finance or other funding bodies to understand the impact on loans, grants, or sponsorship.

• On the date of Interruption of Studies all HMTA Financial Assistance bursaries will stop with immediate effect.

4.4 Academic Considerations

• Students returning from Interruption will resume their studies at the start of the academic year unless in exceptional circumstances. This is due to the high physical intensity of the training at HMTA.

• Any changes to the curriculum during the Interruption period will be communicated.

4.5 Support During Interruption

• Access to limited student support services, such as wellbeing or career advice, may remain available during Interruption.

5. Withdrawal Policy

5.1 Process for Withdrawal

1. **Consultation:** Students are encouraged to meet with a tutor, Head of Faculty or member of the Student Support team to discuss alternatives and understand the consequences of withdrawal.

2. **Notification:** Submit a formal withdrawal request, outlining the reasons for withdrawal. This should be submitted by email to: enquiries@hopemilltheatrearts.co.uk

3. **Confirmation:** HMTA will issue a written confirmation of withdrawal, detailing any final administrative actions required.

5.2 Financial Implications

- Tuition fees will be charged based on the date of withdrawal. Refunds will be processed according to the HMTA Tuition Fee Policy.
- Students are responsible for notifying funding bodies, sponsors, or employers about their withdrawal.
- On the date of withdrawal all HMTA Financial Assistance bursaries will stop with immediate effect.

5.3 Academic Records

- Withdrawing students will receive a transcript of credits earned up to the date of withdrawal.
- Depending on the credits achieved, the student may be eligible for a fallback/Exit award qualification (e.g., Certificate or Diploma of Higher Education).

6. General Considerations

6.1 Re-enrolment After Withdrawal

- Students who withdraw but wish to return will normally be required to apply through the standard admissions process.
- Credit from prior studies may be considered, subject to academic regulations.

7. Support and Advice

Students considering Interruption or withdrawal are encouraged to seek support from:

- **Heads of Departments:** For guidance on academic implications.
- **Student Support Services:** For support and wellbeing advice.
- **Head of Programme:** For information on tuition fees, refunds and financial advice.

8. Responsibilities

8.1 HMTA has a responsibility to abide by and promote the principles in this policy and ensure students are offered academic and wellbeing support to support them in making the decision to intermit or withdraw.

8.2 HMTA Senior staff will be responsible for:

- Overseeing the continuing application and development of this policy
- Collating and analysing appropriate data relating to student retention

8.3 The Head of Programme will be responsible for updating student records on Student Record Systems, the relevant student finance portal, processing any relevant exit awards and informing NSCD staff on all information relating to student registrations.

9. Communication of Policy

9.1 This policy will be available on the HMTA Virtual Learning Environment and public website on the Higher Education Student Policy page.

9.2 HMTA will endeavour to provide documents in different formats if requested by applicants, staff and students.

10. Complaints

10.1 Students who wish to make a complaint regarding The Interruption and Withdrawal Policy should seek resolution through the complaints procedure if unable to be resolved through informal means.

- **Student Complaints Policy & Procedures**

10.2 Students dissatisfied with the decision regarding Interruption or withdrawal may appeal in line with the HMTA's Academic Appeals policy, where relevant.

11. Key contact

Head of Programme **enquiries@hopemilltheatrearts.co.uk**