



Version Control Statement

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Withdrawal and Interruption of Studies Policy

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1 Purpose, Scope and definitions

- 1.1 This policy explains how students can interrupt (pause) or withdraw (permanently leave) from their studies, the process followed, decision points, sources of support, and the implications for academic progression, fees and funding.
- 1.2 **Interruption to Study (ItoS):** A temporary break from your course with the intention to return and complete at an agreed point. An interruption is normally granted for a maximum cumulative period of up to 12 months, although shorter periods are expected wherever possible.
- 1.3 **Withdrawal (WD):** Permanent discontinuation of your course with no intention to return.
- 1.4 This policy applies to all taught undergraduate students at Futureworks, including home, international and self-funding students.

2 Principles

- 2.1 Decisions are student-centred, timely, and transparent, with clear written confirmation of outcomes and next steps.
- 2.2 Students are encouraged to seek advice and support early, including academic guidance, wellbeing, and independent finance advice.
- 2.3 Fee and funding impacts are explained and signposted to the [Tuition Fee Policy](#) and external funding bodies.

3 Who does what

- 3.1 **You (the student):** Raise options early, complete and return the relevant Withdrawal or Interruption form, and respond promptly to any information requests.





- 3.2 **Programme Leader (PL):** Confirms suitability and return point for an interruption based on what you have submitted/passed.
- 3.3 **Student Services:** Issues the correct form (electronic or paper on request), coordinates support, receives your completed form, and issues the outcome letter.
- 3.4 **Head of Student Services (HoSS)/ Academic Registry:** Processes approved changes, notifies relevant teams (Facilities, IT, Programme, Head of School, Data/Registry, Finance) and updates records including Student Finance changes of circumstances as needed.
- 3.5 **Finance:** Advises on any fees due/refunds and updates payment plans

4 Support before you decide

- 4.1 Before you decide to withdraw, please consider Interruption or other options (extensions, support referrals) and speak to a member of staff. Steps can be undertaken electronically if preferred.
- 4.2 **Talk to:** Programme Leader or Student Services (wellbeing, study skills, finance signposting).
- 4.3 **Check:** Fee and funding implications in the [Tuition Fee Policy](#) and with Student Finance/your funder.

5 How to apply - Interruption to Study (ItoS)

- 5.1 **Initial discussion:** Meet with your Programme Leader (PL) (or Student Services, where appropriate) to discuss the suitability of an interruption to studies and the proposed return point and date. The discussion will also consider the potential academic, financial and funding implications, available alternatives to interruption, and the support options that may be available during the period of interruption.
- 5.2 **Form issued:** Following the initial discussion, the Programme Leader will notify Student Services (unless the meeting has been led by Student Services) that an Interruption to Study has been





agreed in principle. Student Services will then issue the Interruption to Study Form to the student by email (with a paper copy available on request). Where the initial discussion has taken place with the Programme Leader, students may also contact Student Services directly via the central Student Services email address to request the form.

- 5.3 **Student section:** You complete the form and return it to Student Services.
- 5.4 **PL approval:** Student Services forwards to the PL to sign/approve the interruption and return point.
- 5.5 **Processing & confirmation:** HoSS/Academic Registry processes the change, notifies SLC and sends a confirmation letter (including the agreed return arrangements ~~and any conditions~~).
- 5.6 **Contact during interruption and return preparation:** During an approved interruption to study, students are expected to remain contactable and engage with reasonable communications from Futureworks. Student Services or the Programme Leader will normally make contact approximately two months prior to the agreed return date to confirm the intention to return, outline any required preparatory activity and agree any academic catch-up or reintegration arrangements. Failure to engage with communications during the interruption period, or failure to confirm a return to study by the agreed date, may result in the interruption being reviewed and could lead to permanent withdrawal from the programme.

6 How to apply - Withdrawal (WD)

- 6.1 **Initial discussion:** Meet with your Programme Leader (or Student Services where appropriate) for a structured discussion to consider a potential withdrawal from the programme. The discussion will explore the reasons for withdrawal and will ensure the student is fully informed of the academic, financial and funding implications, the consequences of withdrawal, and any available alternatives such as additional support, extensions or an interruption to study. The meeting will also signpost relevant support services and confirm that all reasonable options have been considered before a withdrawal request is progressed.





- 6.2 **Form issued:** Student Services emails you the Withdrawal Form (paper available on request).
- 6.3 **Student section:** You complete the form and return it to Student Services.
- 6.4 **Authorisation & processing:** The form is approved, then HoSS/Registry processes the change and issues a confirmation letter with next steps (e.g., council tax, transcripts).
- 6.5 Internal notifications and records are updated (Facilities, IT, Programme, Head of School, Registry/Data, Finance; Student Finance change of circumstances where applicable).

7 Timeframes and confirmation

- 7.1 We aim to acknowledge your form promptly (within 7 working days) and to issue a written decision (approval and effective date) as soon as practicable.
- 7.2 Your effective date is the date on which your change of status (for example, interruption, withdrawal or completion) formally takes effect on the student record, as confirmed in your official confirmation letter. Fee liability will be calculated from this effective date in line with the [Tuition Fee Policy](#).

8 What to do if you change your mind

- 8.1 If you change your mind before your confirmation letter is issued, contact Student Services immediately. Where possible, the request will be paused and reviewed before the change of status is processed.
- 8.2 If you change your mind after a confirmation letter has been issued, you will need to submit a new formal request to amend or reverse your status (for example, to return to study, continue instead of interrupting, or change from interruption to withdrawal). The same relevant form (e.g. Interruption to Study or Withdrawal form) will be used. Student Services will issue the appropriate form on request and provide guidance on completion. Requests should be submitted to Student Services via the central Student Services email address. All new requests





will be considered in line with academic regulations and may have academic, visa and/or fee implications, which will be explained to you as part of the process.

9 Returning to study after interruption

- 9.1 Your return point is agreed by the Programme Leader based on your prior progress/submissions; this will be recorded in your confirmation letter with any academic conditions.
- 9.2 If you have passed a semester then you can't return to that semester and repeat after an interruption, your Programme Leader will know this and you will be informed in your confirmation letter.
- 9.3 Re-enrolment instructions and timelines will be provided before your agreed return date.
- 9.4 Funding and fee arrangements for the term or academic year in which you return must be re-checked before re-enrolment. Students should refer to the [Tuition Fee Policy](#) and guidance issued by their funding body. Queries relating to fees, funding or payment arrangements should be directed to Student Services, who can provide advice or refer you to the appropriate finance contact.
- 9.5 If you are unable to return to study on the agreed date, you must contact Student Services as soon as possible to discuss your circumstances. Options may include additional support to facilitate a return, a request to extend the period of interruption (subject to approval), or consideration of withdrawal from the programme. The Programme Leader and relevant support services will be involved as appropriate.
- 9.6 If you do not re-enrol by the agreed return date, or fail to respond to reasonable communications during the interruption period, your status will be reviewed. Where no engagement is received, you may be deemed to have withdrawn from the programme, and the





withdrawal process will be initiated. You will be notified in writing of any change to your status and the associated academic, funding and fee implications.

10 Fees, funding and fee-liability (summary)

10.1 Cooling-off for fee liability: Term 1 – the first 14 days from your programme start date carry no tuition fee liability if you withdraw/interrupt within that period; Terms 2 & 3 – the first 7 days of each term carry no tuition fee liability if you withdraw/interrupt within that period.

10.2 After the cooling-off period, term fees become due as set out in the [Tuition Fee Policy](#).

10.3 Standard liability bands for approved WD/ItoS are: 25% in Term 1, 50% in Term 2, 100% in Term 3 of the annual fee (unless within the relevant cooling-off period).

10.4 Student Finance change of circumstances will be submitted where applicable. Private-paying students should contact Finance to discuss any fees due/refunds.

10.5 Please read the [Tuition Fee Policy](#) in full for detailed fee liability rules and payment schedules.

10.6 This link also provides some useful guidance - [Student finance if you suspend or leave your course: Overview - GOV.UK](#)

11 International students (visa and sponsorship)

11.1 International students must consider the visa implications of WD/ItoS. Where sponsorship is withdrawn following non-enrolment or withdrawal, this may affect visa status; Student Services will advise and signpost immigration guidance.

11.2 See the International Students section in the [Tuition Fee Policy](#).

12 Apprenticeship learners

12.1 Apprentices should discuss any WD/ItoS with their employer and Student Services first, as employer agreements and funding may be affected.





12.2 The [Tuition Fee Policy's](#) Apprenticeship Fees section explains how employer billing and breaks/withdrawals are handled.

13 Institution-initiated interruption or withdrawal

13.1 Futureworks may initiate an interruption to study or withdrawal in defined circumstances, including (but not limited to) sustained non-engagement, fitness to study concerns, serious misconduct, visa non-compliance, or where required by law or regulation. Where a withdrawal is confirmed, relevant internal and external bodies will be notified as appropriate, including the Student Loans Company, awarding or validating bodies, and any other relevant agencies. Access to institutional services, including library, IT systems, learning platforms and facilities, will normally cease, and students may be required to return any institutional property such as ID cards or loaned equipment. Liability for any outstanding tuition fees or other charges will remain in line with the [Tuition Fee Policy](#) and the student's terms and conditions.

13.2 Students will be notified in writing of an institution-initiated interruption or withdrawal, including the reasons for the decision, the official effective date of the change of status, the consequences of withdrawal, and any required next steps. Where relevant, the correspondence will also confirm sources of support and advice. Any opportunity to make representations or appeal will be managed in accordance with the relevant institutional policy (for example, [Fitness to Study, Disciplinary or Appeals procedures](#)). Once all applicable procedures have been concluded and the withdrawal is confirmed, no further right to respond applies, and the decision will be implemented in line with institutional regulations.

13.3 You will receive written notice, reasons, and information on support and your right to respond. Fee liability remains governed by the [Tuition Fee Policy](#).





14 Data protection and confidentiality

- 14.1 WD/ItoS information is handled confidentially and shared only with staff who need it to process your status and provide support (e.g., Programme, Registry, IT, Facilities, Finance).
- 14.2 Operational emails/record updates are made to ensure systems and services reflect your status.
- 14.3 Student Services/Academic Registry will store your form and decision and confirm the effective date and any next steps (e.g., re-enrolment date, transcripts).
- 14.4 Where required, Futureworks is obliged to share relevant student data with the awarding or validating body in the event of an interruption to study or withdrawal, to ensure accurate academic records, compliance with regulatory requirements and confirmation of student status.

15 Where to get help

- 15.1 **Student Services:** wellbeing, academic and finance signposting; forms and process queries and Student Finance changes.
- 15.2 **Programme Leader:** academic advice, return-point planning for interruption.
- 15.3 **Finance:** fee liability, refunds.
- 15.4 **[Tuition Fee Policy](#):** fee liability, cooling-off periods, schedules, international and apprenticeship fee information.

