

Student Withdrawal Policy

Reviewed: June 2025

Review due: June 2026

Students can be withdrawn from their course for many reasons, such as:

- The student chooses to withdraw.
- The student is withdrawn because of misconduct (Code of Conduct)
- Because of compliance reasons (e.g., visa expires)
- Due to poor or no attendance
- Fails to pay tuition fees.
- The school cancels the course they are studying.
- The student fails to abide by the school's policies and procedures. (e.g., Safeguarding, health and safety)

Students should read and understand the following School policies and rules:

- Attendance Policy
- Punctuality Policy
- Code of Conduct
- Safeguarding Policy
- Health and Safety Policy
- Cancellations and Refunds Policy

Students are told the code of conduct they must abide by during their induction. School policies are also made clear before they start the course.

Students should read and understand the school policies relating to them. They should contact the School's Welfare Officer if they need help or more information to understand the policies.

Depending on the seriousness of the situation, students would be given warnings before they may be asked to leave the course.

When students are asked to leave because a course has been cancelled, they will be refunded their fees or allowed to join another course at no extra cost. Please refer to the cancellations and refunds policy.