

Withdrawal and Transfer of FE Students Policy and Procedure

Version 2.1

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Responsible Person: Director – Shebul Ali

The aim of this policy is to ensure and efficient systems are in place for withdrawals and transfers across all scopes of delivery and at all centres, in accordance with external funding agency and awarding body rules.

This policy applies to all FE and HE students across all UK Graduate Centres.

UK Graduate will manage withdrawals and transfers effectively and efficiently. The College will also ensure that where a student has to withdraw, appropriate and relevant Information, Advice and Guidance (IAG) as well as support is offered and recorded.

Procedure

1. Withdrawal

Further Education

FE Programme Leaders and tutors will identify and report students that are at risk of withdrawal to the Head of Curriculum or Manager.

The Head of Curriculum will interview the student if they are still attending. If the student is absent, the Head of Curriculum will contact the student or their parent/carer (if under 18) to discuss the reasons for withdrawal and arrange further Information, Advice and Guidance with a member of The student welfare team.

Where possible, students will be encouraged to complete their chosen programme by supportive means that could include specific arrangements to work from home with tutor support; attendance reduction to workshops arranged on mutually agreeable dates; remote support via Teams or any combination of agreeable arrangements that encourage successful completion of the programme.

FE Programme Leaders and tutors must ensure that any arrangements made are fully recorded on the Student Register and / or student ILP and scanned copies of written agreements e.g. letters to students and / or parents / carers are held on the contact section of the ILP. In the case of apprentices, the information will be held on the e-portfolio on UUAG system.

Where agreement has been reached with the Head of Curriculum that a student needs to be withdrawn, the Programme Leader should complete the Withdrawal Request Form.

An automated email is then forwarded to the Head of Curriculum for approval, with copies to Student Welfare team, Sales Ledger, Exams and the Operations Manager.

The request to process the withdrawal is then actioned by the Student Welfare & Support Team.

The Business Support team will action the withdrawal request within 48 hours of receipt of approval from the Head of Curriculum.

In the case of apprentices, the Business Support team will action the request within 10 working days.

2. Transfer

FE Students

Heads of Curriculum will action transfers requests for FE students from Programme Leaders in the first 42 days of Term 1.

Transferring FE students in year (after the 42 day probationary period) to a

lesser level or shorter duration programme causing changes to end dates is not permitted.