



Professional Embroidery Tutor Programme Interruptions and Withdrawal Policy and Procedures

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This policy reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy.

Interruptions and Withdrawal Policy and Procedures

At The Royal School of Needlework, we understand that students may encounter unforeseen circumstances that require them to interrupt or withdraw from their studies. This policy outlines the procedures and implications associated with interruptions and withdrawals to ensure that students can make informed decisions regarding their academic journey.

Interruptions: An interruption refers to a temporary break in a student's studies, typically due to unforeseen circumstances such as illness, family emergencies, or other personal reasons. Students may request an interruption of their studies for a specified period, during which they are not actively engaged in coursework or attending classes.

Procedures for Requesting an Interruption:

1. **Consultation with Course Leader:** Before requesting an interruption, students must speak with their course leader to discuss their situation and explore potential options for support or accommodations.
2. **Notification:** After consulting with the course leader, students must inform the course leader in writing as soon as possible when requesting an interruption of their studies. The notification should include the reason for the interruption and the proposed duration.
3. **Approval:** The request for an interruption will be reviewed by the course leader. If approved, the student will be notified of the decision and provided with information regarding the implications of the interruption, including any academic or financial considerations.

Implications of Interruption:

- Students who interrupt their studies will typically return to the programme at the same point they left off upon their return, provided that the interruption does not exceed one academic year.
- Students may not interrupt their studies more than once in a given academic year, except under exceptional circumstances as determined by the course leader.

Withdrawal: Withdrawal refers to the permanent cessation of a student's studies at The Royal School of Needlework. Students may choose to withdraw from their programme for various reasons, including but not limited to personal, academic, or professional considerations.

Procedures for Withdrawing from Studies:

1. **Consultation with Course Leader:** Before requesting withdrawal, students must speak with their course leader to discuss their reasons for withdrawal and explore potential alternatives or support options.
2. **Notification:** After consulting with the course leader, students must inform the course leader in writing when requesting to withdraw from their studies. The notification should include the reason for withdrawal and the effective date of withdrawal.
3. **Exit Interview:** Upon receipt of the withdrawal request, students may be invited to participate in an exit interview to provide feedback on their academic experience and reasons for withdrawal. This feedback will be used to improve the student experience and identify areas for enhancement.

Implications of Withdrawal:

- Students who withdraw from their programme will be required to complete the necessary administrative procedures, including returning any institutional property and settling any outstanding financial obligations.
- Students who wish to re-enrol in the programme after withdrawing may be required to reapply for admission and undergo a re-evaluation of their eligibility for readmission.

Appeals Process: If a student disagrees with a decision regarding their request for interruption or withdrawal, they may submit an appeal in writing to the Director of Education. The appeal should include a statement outlining the grounds for the appeal and any supporting documentation. The Director of Education will review the appeal and render a decision, which will be communicated to the student in writing within a reasonable timeframe.

Conclusion: At The Royal School of Needlework, we understand that interruptions and withdrawals may be necessary for students due to various circumstances. Our Interruptions and Withdrawal Policy aims to provide clear procedures and support mechanisms to assist students in navigating these processes effectively while minimising disruption to their academic journey.