



POINT BLANK

MUSIC SCHOOL

POLICY 038

WITHDRAWAL, INTERRUPTION AND INTERNAL TRANSFER

DOCUMENT CONTROL BOX

People in scope:					
All students	HE Students	Professional Students	All staff and students	Staff only	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sites in scope:			Publication:		
All	London	Online	Internal	Public	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Version:	2	Date Approved / Committee:	22.08.24 / Executive Committee	Date of next review:	August 2025

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Document Revision History

Version Log

Committee / Approval Date	Author	Version	Publication Date	Page Reference & Summary
Executive Committee / 22.08.24	Registrar	2	October 2024	Policy renamed (<i>previously named Programme Withdrawal, Temporary Interruption and Transfer Policy</i>) Redrafted to be concise and comprehensive

Related Documentation

Document Reference No. (Policy version / Supporting doc. #)	Document Type	Link or Dept. Owner	Document Title

1. PURPOSE

- 1.1 The purpose of this policy is to outline Point Blank's approach to managing changes to a student enrolment including withdrawal, temporary interruption and internal transfers.
- 1.2 It is the intention of this policy to provide clarity on definitions of changes of circumstance, and the requirements surround each outcome.

2. POLICY DETAILS

2.1 Definitions

- 2.1.1 **Withdrawal:** a withdrawal is the permanent decision to discontinue studies and no longer be a student of Point Blank. Withdrawals may be 'Self Withdrawal Requests' driven by the decision of the student, and others are withdrawals based on a decision by Point Blank. Point Blank may enforce a withdrawal in the following circumstances:
 - i) Non-progression (student does not achieve the requisite credits to progress to the next academic stage);
 - ii) Non-engagement (student has not met the minimum engagement requirements including assessment submissions and attendance);
 - iii) Non-payment of fees;
 - iv) Disciplinary (student has committed an act of gross misconduct, including academic misconduct);
 - v) Non-fitness to study (a fitness to study panel came to the difficult decision that it is not reasonable to allow a student to continue their studies due to concerns relating to mitigating circumstances).
- 2.1.2 **Temporary Interruption:** a temporary interruption is the decision to take a break from studies and return at a later date. Temporary interruption is normally requested by students but may be enforced by Point Blank in the following circumstances:
 - i) Non-progression due to extenuating circumstances (student has not, for good reason, achieved the requisite credits to progress to the next stage and must take a break from studies to repeat the previous level at the next appropriate point);
 - ii) Non-fitness to study (a fitness to study panel came to the difficult decision that it is not reasonable to allow a student to continue their studies at this time due to concerns relating to mitigating circumstances but may return).
- 2.1.3 **Internal Transfer:** this is the decision to change from one Point Blank programme to another. This can include transferring from the 2-year mode of a programme to the 3-year, and from an on-campus study mode to online (distance learning) study.
- 2.1.4 **Change of Circumstance:** this is an umbrella term to capture withdrawal, temporary interruption, and internal transfers.

Self-requested withdrawal

- 2.2 Point Blank prides itself on creating a supportive environment in which students can fulfil their creative, academic and professional potential. However, some students decide to withdraw from their programme of study and they should be supported to explore other options available to them, with withdrawal seen as a last resort.
- 2.3 All students considering withdrawal from their studies are encouraged to seek academic advice and student guidance as soon as possible from either their Programme Leader, an Academic Engagement Officer, or a member of the Student Experience team before making their decision.

- 2.4 If, after receiving further advice and guidance, the student decides to withdraw, they must formally request to do so, in writing, by submitting the withdrawal form. Students who do not submit the form are considered to still be enrolled until the form is received. This may affect their final fee liability.
- 2.5 The date the form is received is the date of withdrawal.
- 2.6 Students wishing to withdraw who disengage without submitting the form will normally be removed via other means (e.g. for non-progression or non-engagement). Students are advised that this brings with it other implications and are encouraged to submit the form on the date intended.
- 2.7 Withdrawals will not be backdated in the event of a self-requested withdrawal. If the student feels there is a compelling personal reason as to why they were unable to withdraw earlier, and therefore should have their fee liability reviewed, they may request this by submitting supporting documentation to support@pointblankmusicschool.com.
- 2.8 Students who have achieved requisite credits to be eligible for an exit award (see relevant programme handbook for further details) will normally be recommended for the award at the next Assessment Board after the date of withdrawal. Students with outstanding tuition fees may not be recommended for an award until their account is settled.

Withdrawal by Point Blank

- 2.9 Point Blank may withdraw students for non-progression, non-engagement, non-payment of fees, or following the outcome of a disciplinary (including academic misconduct) or fitness to study review (see definitions in item 2.1.1 above). Students are directed to the related policies (see section 4 below) for further detail on the circumstances in which a withdrawal may occur.
- 2.10 As per each related policy, students will be given notice of the intention to withdraw and given the opportunity to re-engage or rectify any circumstance before the withdrawal is finalised.
- 2.11 Students who have withdrawn/ been withdrawn cease to be a Point Blank student and do not normally have access to Point Bank systems, facilities and resources from the date of withdrawal.

Temporary interruption

- 2.12 Students thinking about taking a temporary interruption are encouraged to speak with a member of the Student Experience Team or an Academic Engagement Officer in the first instance to ensure they understand the implications and process for doing so.
- 2.13 The staff member can support the student in gathering the information they need relating to their academic progress, fee liability, and any other information that will support their decision and prepare them for return.
- 2.14 Temporary interruption is normally for a period of one year. Should a student wish to extend their interruption, they must request do so, in writing, before their initial return date. Students are advised that taking a longer interruption may mean they are

unable to return to the original programme of study and may have to transfer to the closest alternative. Advice and guidance on this will normally be provided when the request to extend is made or during the interruption as appropriate.

- 2.15 Students on temporary interruption must confirm their intention to return six weeks before their return date at which time they will be issued with a re-enrolment form.
- 2.16 Student on temporary interruption may be issued with a support plan at the start of their interruption that includes keeping in touch points throughout their interruption. This is to support their eventual return to study.
- 2.17 Students who do not return after temporary interruption or otherwise do not communicate with Point Blank to inform of their intent to return will normally be withdrawn. This will occur if the student has not re-enrolled by the end of the first two weeks of the term in which they were due to return.
- 2.18 Sponsored students (requiring a Visa to study in the UK) might be able to interrupt their studies. A new CAS number will be required when students are ready to resume their studies, and a new Visa application must be made from outside the UK.

Suspension

- 2.19 A temporary interruption may initially be enforced via a suspension in the event of non-engagement, disciplinary, or emergency fitness to study. Suspensions are normally enacted for only short periods of time within a study term. Suspensions may be followed with a resumption (the student resumes studying as normal), or a full temporary interruption.
- 2.20 In cases of disengagement and proven serious or gross misconduct, a suspension may be followed by a withdrawal.

Internal transfer

- 2.21 Students may request to transfer an alternative Point Blank programme within the first two weeks of their first term, or at the end of the Foundation Year, before the start of Level 4.
- 2.22 Requests to transfer are not guaranteed. Students will normally need to interview or audition for the new programme and transfers must be agreed by the relevant Programme Leader.
- 2.23 Students wishing to transfer at the end of the Foundation Year may be required to undertake an additional module that will support them in being successful in the new programme.
- 2.24 Students may also request to transfer from the 2-year mode of their programme to the 3-year mode of the same programme. This will not require an interview or audition but will require the student to speak with the Student Loans Company, where applicable, to ensure they fully understand the financial implications of the transfer.
- 2.25 Requests to transfer from 2-year to 3-year can be considered at any time but may be recommended to commence at the best time as specified by Point Blank. This is to ensure minimal disruption to the academic journey.
- 2.26 Requests to transfer from 3-year to 2-year are not normally permitted.

- 2.27 Students on the 2-year accelerated programmes may be required to transfer to the 3-year as an outcome from the Assessment Board, due to their academic progress. This will be detailed in the Board outcome letter and students will need to ensure they understand the financial implications of this.
- 2.28 Students may also request to transfer from an on-campus programme to an online (distance education) programme. It is the student's responsibility to ensure they understand the financial implications of doing so by speaking with Point Blank's finance team and the Student Loans Company, where applicable.
- 2.29 Sponsored students may request to transfer to an online programme from an on-campus programme, but not vice versa.
- 2.30 Sponsored students may be able to change their course only if the new course is at degree level or above, the new course is not a lower level than the current course, the student will be able to complete their new course within their current period of permission, the new course is related to the previous course and in combination support the student's genuine career aspirations.

Finance

- 2.31 It is the student's responsibility to ensure they fully understand the financial implications of withdrawal or interruption. SLC funded students are advised to speak with the Student Loans Company, where applicable, to understand the implications to their fee loan and/or maintenance payments.
- 2.32 Tuition fee liability will be determined using the last date of academic engagement, i.e. physical attendance, use of online learning materials, submission, participation in assessments and the use of a student ID card. More information on tuition fee liability periods can be found in the Point Blank Finance Policy
- 2.33 Further information or assistance can be requested by contacting the Finance Department, at studentfinance@pointblankmusicschool.com

Reporting requirements

- 2.34 All changes of circumstance are reported to the Student Loans Company and to the UKVI, where applicable.
- 2.35 Sponsored students who decide to interrupt, withdraw or who are withdrawn by Point Blank will have their sponsorship cancelled and reported to the UKVI.

3. POLICY SCOPE

- 3.1 This policy applies to students on Higher Education programmes at Point Blank London and online.
- 3.2 This policy applies to all HE students, including sponsored students studying on a student route visa.
- 3.3 This policy does not apply to students on Point Blank Short Courses (formerly known as professional courses).

4. RELATED POLICIES

- Finance Policy
- Student Attendance and Engagement Policy

- Sponsored Student Attendance Policy
- Fitness to Study Policy
- Academic Misconduct Policy
- Academic Misconduct Policy
- Student Disciplinary Policy

5. POLICY OWNER

This policy is under the responsibility of the Student Engagement and Experience Committee. The responsible committee will ensure the cyclical review of this policy is carried out in line with Point Blank's Quality Assurance Framework.

The Student Engagement and Experience Committee delegates the operational responsibility of this policy to the following staff:

- Registrar
- Head of Data and Insight
- Data and Insight Manager
- Student Experience Manager
- UKVI Compliance Manager
- Assessments Manager
- Finance Manager
- Senior Academic Engagement Officer
- Academic Engagement Officer
- Finance Officer
- Student Experience Officer

6. PROCEDURES

The relevant procedure(s) to accompany this policy is titled Procedure 038 Withdrawal, Interruption, and Internal Transfer and can be found at www.pointblankmusicschool.com/legal/public-policies/.

7. EXHIBITS, APPENDICES AND FORMS

- Withdrawal Form
- Temporary Interruption Form

8. REFERENCES AND SUPPORTING INFORMATION

8.1 Internal

- Undergraduate Student Terms and Conditions

8.2 External

- UKVI regulations
- Student Loans Company regulations
- Middlesex University Undergraduate Regulations