

Document Name and Version	4.2 Policy and Procedure for Programme Withdrawal.
Policy Number	4.2
Policies that Interact with Policy 4.2	Policy 4.1 Policy and Procedure for Programme Deferral Policy 4.3 Fees Policy Policy 5.2 Assessment Regulations
Approval Body	Academic Council
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Revisions	7 th September 2022. Changed administration fee 1 st November 2023. Clarified Fees and Refunds

1. Preamble.

1.1. This document sets out the policy provisions for learners who wish to withdraw from IICP College programmes.

1.2. This policy addresses the requirements of (i) QQI's suite of QA guidelines, (ii) QQI Assessment and Standards (Revised 2013)¹, and (ii) ESG. These regulations require that Institutions have in place and consistently apply pre-defined and published regulations covering all phases of the learner life cycle.

1.3. Learners should note that, unless notified to the contrary, they are required to provide IICP College with signed notification in writing of their intention to withdraw. Failure to do so is considered an Unofficial Withdrawal. Unofficially withdrawal may have significant consequences for the learner, who will remain a registered learner and therefore will accrue debt for any unpaid fees, and failed grades for any assessments not submitted. Therefore, learners should ensure that they formally withdraw from the College in accordance with this policy.

2. Principles.

2.1. The principle guiding this policy is that IICP College is explicit and transparent about the process of withdrawal.

3. Scope.

3.1. This policy applies to all programmes in IICP College.

3.2. This policy should be read in conjunction with related IICP College Policies:

- Policy and Procedure on Fees;
- Policy and Procedure on Examination Boards;
- Policy and Procedure on Mitigating Circumstances;
- Policy and Procedure on Programme Deferral.

¹ QQI *Assessment and Standards* (2013) Available from https://www.qqi.ie/Publications/Publications/Assessment_and_Standards%20Revised%202013.pdf

4. Roles and responsibilities.

- 4.1. The Academic Council is responsible for formally approving this policy and for overseeing its implementation and review.
- 4.2. The Registrar is responsible for receipt of formal application for withdrawal, and for responding to the learner within the time frame.
- 4.3. Lecturers, Programme Leaders, the Assistant Dean of Academic Affairs and the Head of Academic Studies are responsible in the first instance for taking appropriate action under this policy where they are approached by a learner. Given that the possibility of making such a decision can be difficult for a learner to discuss, the learner is given a freedom of choice regarding who they first approach.
- 4.4. Learners are responsible for making themselves aware of the implications of withdrawal, and for notifying the College of their decision in accordance with this policy.

5. Policy.

- 5.1. Withdrawal is a big decision, and learners are advised that, if they are considering withdrawal, they should inform themselves of the consequences, consider their options, and discuss their situation with their Lecturer, Programme Co-ordinator, Programme Leader or the Head of Academic Studies.
- 5.2. Learners should pay particular attention to the implications of withdrawal from the programme, in relation to:
 - Fees;
 - Recognition of work completed;
 - Requirement to cease any work carried out as part of their programme;
 - Re—entry;
 - Professional registration.

5.3 Unofficial Withdrawal.

5.3.1 Withdrawal only occurs where the learner has notified the College in accordance with this procedure. A learner who has not notified the College of their intention to withdraw but has ceased their coursework continues to be considered a registered learner, and the following implications apply:

- The learner's liability for fees continues to accrue;
- Unsubmitted assignments are given a failed (F) grade;
- Attendance at course components (lectures, tutorial etc. continues to be recorded on the learner file.

5.3.2 A learner who receives provisional results of all grade Fs in any programme stage (Academic Year or Semester) may receive an academic warning in writing from the Registrar. A learner who receives an academic warning is required to meet with the Registrar's office in order to determine strategies for progression.

⇒ It is important to note that a learner who does not attend this meeting will not progress, and will cease to be registered as a learner. The College takes this step in order to prevent the learner continuing to accrue debt for unpaid fees, and to be graded for unsubmitted assignments.

5.3.3 Should a learner receive an Academic Warning, then it is important that they contact the College by phone or email as soon as possible. Failure to do so will result in the withdrawal of their registration.

6. Procedure.

6.1. Learners should discuss their situation with their Lecturer, Programme Leader, the Assistant Dean of Academic Affairs or the Head of Academic Studies prior to making a decision to withdraw. Any faculty member who is informed of a learner's intention to withdraw must inform the Registrar in writing as soon as possible.

6.2. Usually, the Registrar or appointee will contact the learner to ensure that they are aware of the implications of withdrawal, and the procedure involved. Learners may be invited to meet with a faculty member in order to discuss the implications of their decision.

- 6.3. The Registrar is responsible for management of this policy, including updating the learner record systems appropriately.
- 6.4. When a decision to withdraw has been made, the learner should notify the Registrar by email to dena@iicp.ie. The *Notification of Withdrawal* form can be used for this purpose. The date of receipt of the completed application form by the College is the date of cessation of registration at IICP College.
- 6.5. Learners will be notified of *Confirmation of Withdrawal* usually within 10 working days.
- 6.6. Withdrawing from the programme also means that the learner must immediately cease any activity undertaken as part of the programme, including clinical practice.

7. Fees and Refunds Policy.

- 7.1. A learner may withdraw from College at any time. However, in order not to incur additional fees and academic penalties the learner should ensure that the College is notified of their intention to withdraw in writing using the appropriate form.
- 7.2. A fee which is unpaid after the due date is a debt due and owing to the College by the student who is liable to pay the fee. It should be noted that the student is liable to pay the fee even where there is a third-party payer involved.
- 7.3. Application fees do not form a part of programme fees and will not be returned under any circumstance.
- 7.4. The date of withdrawal is the date of receipt by the College of completed applications for withdrawal. Verbal notification of withdrawal does not result in a formal withdrawal.
- 7.5. Withdrawal forms should be sent to dena@iicp.ie

7.6. Deposits will be refunded, subject to an administration charge, where a learner withdraws more than 4 weeks prior to the commencement of a programme.

7.7. Deposits will not be returned to Learners who withdraw 4 weeks or less before the beginning of the programme. Prior to the commencement of the programme, additional Programme Fees, less deposit and administration fee, will be refunded.

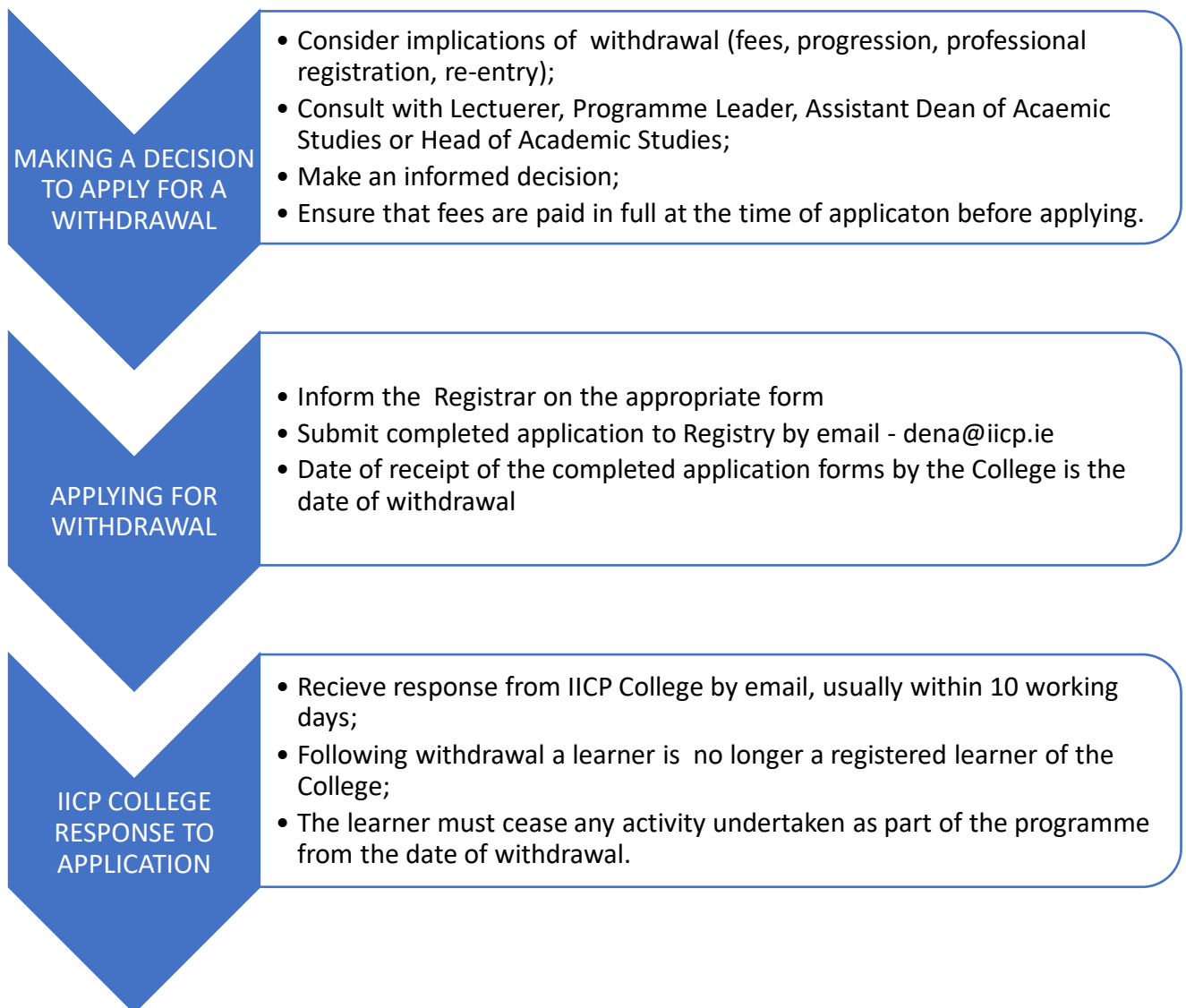
7.8. Programme fees will not be returned to learners who withdraw once the programme has commenced other than in exceptional circumstances, which should be notified to the College using the Mitigating Circumstances Form. Each case will be judged on its merits and the College reserves its absolute discretion in considering each such case.

7.9. Any refund will be subject to the following administration charge.

Course	Administration fee
Certificate / Minor award	€65
Degree	€250
Masters	€250

7.10. Please note that refunds will not be immediate. They will be processed in a timely manner, but are subject to the College's authorisation process and bank processing timings.

Figure 1. Procedure for withdrawal (where programme has commenced).



8. Supporting documentation.

8.1. Notice for Withdrawal Form

IICP COLLEGE NOTICE OF WITHDRAWAL FORM

Name: _____ Learner No: _____

Programme: _____ Year: _____

Please indicate the reasons for withdrawal from the above programme:

Have you met with programme faculty with reference to the withdrawal? _____

If yes, which member? _____

Date meeting took place: _____

Declaration

(Where Programme has not commenced)

I (print name) _____, withdraw my application to IICP College. I am aware of the IICP College policy regarding the fees implications as per the Terms and Conditions.

I have read and understood IICP College's Withdrawal policy.

Signed: _____ Date: _____

Ratified by faculty on: _____ Signed: _____

Declaration

(Where Programme has commenced)

I (print name) _____, withdraw as a learner of IICP College, and I am aware that I will not complete the programme. This decision has been made in consultation with programme faculty. I am aware of the IICP College policy regarding the fees implications as per the Terms and Conditions.

I understand that I must immediately cease any activity undertaken as part of the programme.

I have read and understood IICP College's Withdrawal policy.

Signed: _____ Date: _____

Ratified by faculty on: _____ Signed: _____