

Student Interruption, Programme Change, Withdrawal or Transfer Policy

Policy owner: PVC Education and Student Experience

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Middlesex University

Student Interruption, Programme Change, Withdrawal or Transfer Policy

Introduction

1. Middlesex University ("the University") is committed to enabling every student to make informed and confident decisions about their educational journey. This policy sets out a clear, fair, inclusive and supportive framework for students who are considering interrupting their studies, changing programme, withdrawing, or transferring between campuses or institutions.
2. The policy aims to support students in making informed decisions while safeguarding their wellbeing, academic progress and financial interests.

Scope

3. This policy explains the options available to students who wish to:
 - a. interrupt their studies
 - b. withdraw from their programme
 - c. transfer between programmes, campuses or providers
4. It outlines key considerations, including academic, financial and support implications, to enable informed decision-making.
5. Detailed processes, including how to submit requests and applicable timelines, are set out in the relevant procedures and guidance [\[link\]](#).
6. This policy applies to:
 - a. all students enrolled on Middlesex programmes
 - b. students studying at international campuses or with academic partners, noting that local processes may apply
 - c. applicants seeking to transfer into Middlesex programmes via credit transfer or direct entry

Definitions

7. **Withdrawal:** A student permanently ends their enrolment by submitting an approved withdrawal request.
8. **Interruption of Studies:** A temporary suspension of study for a defined period, with an agreed return date.
9. **Withdrawal due to Non-Attendance:** Termination of enrolment where attendance or engagement requirements are not met, in line with the Student Attendance and Engagement Monitoring Policy.

10. **Withdrawal due to Non-Enrolment (“No Show”)**: Students who fail to complete enrolment by the specified deadline will have their registration withdrawn.

11. **Programme Transfer (Internal)**: Movement from one Middlesex programme to another, within the same or different campus, subject to entry requirements and academic approval.

12. **Transfer In**: Admission to Middlesex with recognition of prior learning or credit from another higher education provider.

13. **Transfer Out**: Transfer of credit from Middlesex to another provider.

14. **Campus Transfer**: Movement between Middlesex campuses or to an approved partner delivering the same or similar programme, subject to availability, meeting pre-requisites and other requirements.

Withdrawal and Interruption

15. *Student-initiated withdrawal and interruptions*: students must submit an official withdrawal or interruption request. The effective date of withdrawal or interruption is the date on which written notification is received and accepted. Until confirmation is received, students will be considered enrolled and may remain liable for tuition fees.

16. Students who choose to withdraw from study before completing their degree, may be eligible for an exit award.

17. *University-initiated withdrawal*: the university may withdraw a student where they have not enrolled by the enrolment deadline, this is referred to as “no show”.

- a. Students will receive regular communications inviting them to enrol for the academic year
- b. Students who have not enrolled by the end of learning week 2 will be communicated to and informed of imminent withdrawal
- c. Students who do not engage with the process will normally be withdrawn by the end of learning week 4

18. *University-initiated withdrawal*: the university may withdraw students where attendance and engagement requirements are not met.

- a. Students should familiarise themselves with the requirements of attendance and engagement as set out in the Attendance and Engagement Policy
- b. Students who want to appeal a withdrawal must follow the university's Academic Appeals Policy.
- c. Students should seek advice, see paragraph 31, if personal circumstances are impacting their ability to attend and engage with their studies.

Returning to Study

19. The University's Student Protection Plan outlines the measures in place to support students in continuing and completing their studies.

20. Students returning from interruption will be supported to resume their studies. Students should be aware that:

- a. Tuition fees at the point of return may differ from those originally paid. Students returning from interruption will normally be charged the tuition fees applicable for the academic year in which the re-enrol
- b. programmes may be modified, suspended, or closed
- c. programme content may change in line with curriculum updates

21. Where relevant, appropriate alternative arrangements will be made in line with the Student Protection Plan.

Financial and Sponsorship Implications

22. Interrupting or withdrawing from study may have financial implications. Students should refer to:

- a. Middlesex University Student Financial Regulations (London campus), or
- b. equivalent regulations at overseas campuses and partner institutions

23. Students should also consider the impact on:

- a. accommodation arrangements
- b. council tax status
- c. other personal financial commitments

24. Students funded by the Student Loans Company (SLC) should be aware of fee liability points. Withdrawal after these points may result in liability for a proportion of the annual tuition fee.

25. International students must seek advice regarding visa implications before interrupting or withdrawing from study.

26. Students receiving scholarships, bursaries or other funding should check how changes to their enrolment may affect their entitlements or repayment obligations.

Transferring Between Programmes or Providers

27. For internal Transfers (within "the University"), applications will be assessed based on:

- a. alignment of learning outcomes
- b. volume and level of completed credit
- c. academic performance and progression
- d. availability of places

28. For students holding a Student Route visa, approval will also require consideration of visa compliance, including:

- a. academic progression
- b. programme level and duration
- c. sponsorship implications

29. For external Transfers (into Middlesex), applicants transferring from another provider may be considered for credit transfer, or direct entry to level 5 or level 6. These decisions are based on:

- a. prior learning
- b. credit volume and level
- c. academic achievement

30. Partner institutions delivering Middlesex-validated programmes will follow agreed academic and credit frameworks.

Campus Transfers

31. Subject to meeting any visa requirements, students may request to transfer between Middlesex international campuses where:

- a. the same or similar programme is available
- b. academic requirements have been met
- c. there are no outstanding fees
- d. capacity exists at the receiving campus

Professional Accreditation

32. Where programmes are accredited by Professional, Statutory and Regulatory Bodies (PSRBs), transfer or direct entry may be subject to additional requirements and assessed on a case-by-case basis.

Support Available

33. Students are encouraged to seek advice before making decisions about their study. Support is available in relation to:

- a. Academic advice on options and learning impact.
- b. Finance advice on fee liability points, refunds, and funding consequences
- c. Visa and compliance advice for international students
- d. Wellbeing services for personal circumstances that may be affecting study.