



INTERRUPTION OF STUDIES (IoS) and WITHDRAWAL PROCESS

2026-27

WTC Interruption of Studies (IoS) Process

Purpose	To outline the process for students requesting an Interruption of Studies (IoS) at WTC.
Enquiries	Enquiries about the Interruption of Studies Process should be directed to the WTC Registrar (registrar@wtctheology.org.uk)
UKPRN	10030973
Legal Address	16-17 Clarence Parade, Cheltenham GL50 3PA
Author	Registrar
Approved by	Principal, Dean of Studies, Director of Student Services
Next Review	July 2027
Staff member responsible for update	Director of Student Services
Policy / procedure relevant to	MyWTC

Introduction

WTC recognises that student circumstances may change during the course of their studies, whether this be financial, employment status, health, or other personal issues that can seriously impact the student's ability and time to study.

WTC may give permission for students to interrupt their studies for up to one year, and for exceptional situations two or more years. If a student wants to extend their Interruption of Studies (IoS) beyond a year, they would need to apply for an IoS extension. An IoS application is subject to approval by the Academic Team. WTC cannot guarantee that the same programme or programme modules would be available for the student upon return of their IoS.

Students may also need to withdraw from their studies due to a variety of reasons. The withdrawal process is done in consultation with the Academic and Registry Teams.

There are also circumstances when a student may be put on an administrative IoS or withdrawn from the programme by the college. These are outlined below in Part 3 and Part 5.

This document outlines the process that a student needs to take when applying for an IoS or withdrawal to ensure all financial and academic obligations are fulfilled at the point that the IoS or withdrawal is taken. This document also outlines the process under which WTC would act on an administrative IoS or withdraw a student from studies.

Interruption of Studies (IoS)

Part 1 - Student Application Process

1.1. Before using the IoS Application Form, the student should first talk to a member of the WTC staff team. This will usually be the Learning Development Tutor, their Programme Leader, or a member of the Registry team. Sometimes a Hub Director will suggest that a student contacts the central office to discuss the possibility of an IoS in response to a pastoral need. The WTC Registry team will be able to offer the student advice on the interruption process, including length of interruption, academic consequences, and any financial implications.

1.2 In most cases students will take an IoS for up to one academic year, although this can vary depending on the individual student's circumstances. BA students who apply for an IoS part way through their Level 5 studies, may have to take a longer IoS period due to the delivery pattern of Level 5 modules. All students should discuss with the Registry Team prior to their IoS application to discuss any potential delivery impact of their modules.

1.3 Once it has been agreed that an IoS is the best course of action, the student completes the online IoS Application on MyWTC.

1.4 WTC does not guarantee that the same modules will be available to the student upon return from their IoS.

Part 2 - The IoS Application Process

2.1. Once the student has completed their application, this is signed off firstly by the finance team who will verify the following:

- That all outstanding fees to the point of the IoS being taken are paid, or that there is a payment plan in place. Students should refer to the Facts about Fees booklet on the WTC website for the current academic year figures and the fees owed at point of IoS;
- Any bursary repayments or cancellations;
- Any loans with Kingdom Bank;
- Students are informed of the payments that will be required upon resumption of studies. This will include:
 - Any outstanding fees;
 - Any additional residential costs should a student need to repeat a Residential already taken.

2.2 While on an IoS students are entitled to:

- continued access to MyWTC, Moodle, and online/library resources
- 1 x 30 min meeting with a Faculty member
- 2 x 30 min meeting with a Learning Development Tutor

2.3 At the start of each academic year, all students are required to enrol in order to continue to be registered on their programme. This applies both to active students and those on an IoS. Enrolment includes a registration fee. This is included within an active student's total annual fees. An IoS student must still pay this fee (£250) in order to remain enrolled on their programme. In line with the registration fee details in the Facts about Fees booklet, students taking an IoS will continue to pay the annual £250 registration fee throughout the duration of the interruption.

2.4 On return to studies the following academic year, students will pay the fee level they would have paid if they had not taken an IoS. If a student re-commences studies later than the following academic year, they will pay the current fee level on their return.

2.5 Students can continue to make payments against their fees during an IoS break - please contact the WTC Finance Team at fc@wtctheology.org.uk to discuss these arrangements.

2.6 Once the Finance team have approved the IoS, the Registry team ensure that the student is fully aware of:

- Any outstanding assignments that the student may have, and how these will be rescheduled in light of the IoS;

2.7 IoS is then signed off by the Dean of Studies or Director of Student Services.

2.8 The Registry Department informs Birmingham Newman University and the student's Hub Director.

2.9 Where a student has successfully passed their modules, or level of study, they will have their results considered at the next available Programme Assessment Board and any exit award confirmed.

Part 3 - The Return to Study process

3.1 The return process:

- Where approved, an IoS is normally granted for a period of twelve months. Interruption is effective on the date when WTC Registry receives the student's approved Interruption of Studies form. If a student wishes to return from interruption before twelve months have elapsed, they may do so but should speak to the WTC Finance team to ensure all finances are agreed as an additional fee will normally be due, especially if a student is repeating a residential week that they have previously attended.
- Students will be contacted by the WTC Registry team at least two months prior to their expected return to confirm that they want to resume their studies. WTC will endeavour to make several attempts to contact the student, but it is the student's responsibility to communicate their decision to WTC.
- If a student requests an IoS longer than twelve months, they can do so with the agreement of their programme leader.

3.2 Students must communicate their decision to return by five working days before their scheduled return date. In the event that a student does not respond to WTC's repeated attempts to communicate, that student will be deemed to have effectively withdrawn. *At that point, WTC may initiate a process to withdraw a student, as outlined in Part 5: Administrative Withdrawal.*

3.3 WTC expects students to resume their studies after a period of IoS. *If a student does not return after two years of consecutive interrupted studies and does not communicate with WTC their study intentions, WTC may initiate a process to withdraw a student, as outlined in Part 5: Administrative Withdrawal.* The withdrawal process will take place at the next available Birmingham Newman Board, unless the student has contacted and discussed with WTC an additional IoS extension.

3.4 In certain circumstances, WTC may place a student on an IoS. These circumstances include where a student is unable to complete the IoS form but has indicated they would like to be on a study break, or where there are extenuating circumstances. Where applicable, WTC will contact the student via email (including WTC and personal email addresses), a follow-up phone call and then a printed letter with a notification of an intention to place the student on an IoS.

Part 4 - Withdrawing from WTC while on an IoS

4.1 If a student decides to withdraw from WTC while on an IoS, they should email their Programme Leader to explain reasons for the withdrawal. Students should then complete and submit a withdrawal form to the WTC Registry team.

4.2 Refunds

- WTC normally only refunds fees according to our policy: Facts About Fees on the WTC website. Students may however appeal for a refund in special circumstances.
- Any requests for a refund of tuition fees should be made in writing to the WTC Finance Controller (fc@wtctheology.org.uk).

Part 5 - Administrative Withdrawal

5.1 It is a student's responsibility to ensure that all assignments are completed and all fees are paid by the end of the academic year, or that arrangements have been agreed with the Registry and/or Finance Team. If a student fails to do this, then they may not be able to proceed to the next academic year. WTC will contact students for whom this is relevant, and failure to respond will be deemed as an indication that the student has effectively withdrawn. This will trigger an administrative withdrawal from studies.

5.2 Students will be deemed to have effectively withdrawn which may trigger an administrative withdrawal from studies when they are:

- Persistently non-communicative about payment of fees and/or;
- Have non-submission of assignments by the end of the academic year, and/or;
- Do not return to studies after an extended period of IoS after WTC attempts to engage the student to return after an IoS.

5.3 When a student has not communicated with the college, WTC will contact the student via email (including WTC and personal email addresses), *followed up by a phone call and then a printed letter with a notification of an intention to withdraw the student. Students who do not respond to a request regarding their engagement will receive a formal letter informing that they will be withdrawn*

and their student records closed if they do not contact WTC within four weeks of receiving the letter.

5.4 Where a student has successfully passed their modules, or level of study, they will have their results considered at the next available Programme Assessment Board and any exit award confirmed.

Part 6 - Responsibilities for Interruption of Studies and Withdrawal Process

6.1. Overall and final responsibility for IoS and withdrawals sit with the WTC Registry Team (*Principal, Dean of Studies, Director of Student Services, Senior Registrar, Registrar*), in communication with the WTC Finance Controller. Final authorisation is signed off by the Director of Student Services, in consultation with the Senior Academic Team (Principal, President, Dean of Studies).

6.2. Day-to-day responsibility for ensuring any IoS applications are correctly processed and signed off sits with the Director of Student Services, Senior Registrar (*UG Students*), and Registrar (*PG Students*), in consultation with the Finance Controller.

Part 7: Debt Guidelines and Withdrawal

7.1 Any student found to be in debt to WTC (through Tuition fees, Library fines, or other debt to WTC) will be subject to the terms laid out in Student Contract and Facts about Fees documents. In applying these policies, WTC will at all times seek to be sympathetic to, and understanding of, individual student financial circumstances. However, for WTC to do so, students must engage in dialogue with WTC if they are experiencing difficulties.

7.2 Settlement of debt for outstanding fees and charges is expected from all current and former students who have failed to engage with the University and to find a solution to any outstanding debt, or who have failed to honour agreements to pay and action will be taken to follow up on balances outstanding.

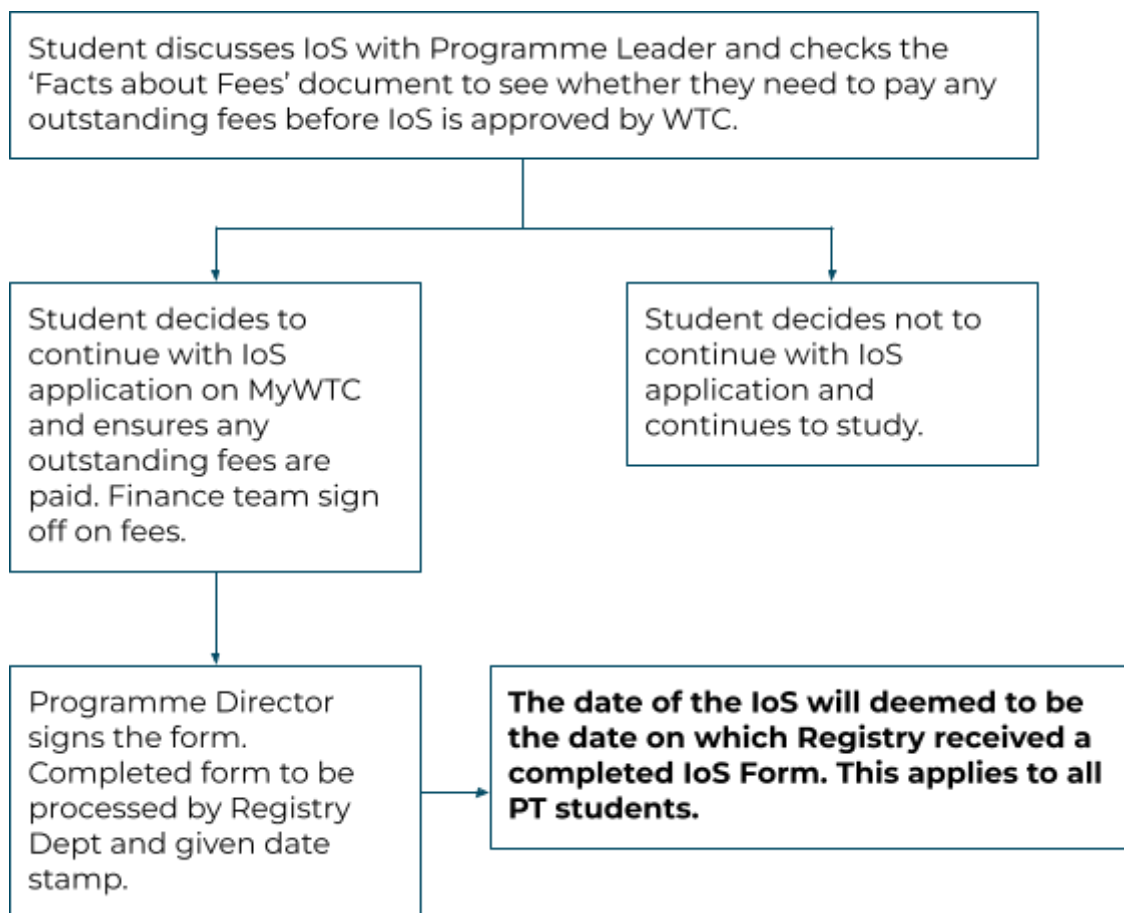
7.3 In accordance with the Student Contract, any fees that are more than 60 days overdue could result in suspension from the programme. If tuition fees are not paid in full by 1 June each year, no academic award will be made until outstanding fees are settled. If a student has outstanding fees and no payment plan in place, student grades will not be submitted to the awards board. WTC will not register academic awards for students in debt for tuition fees.

7.4 The Student Contract will terminate automatically if you cancel or withdraw from your programme. On termination of this Contract by WTC you will be unenrolled from your programme of study and will lose access to your WTC email

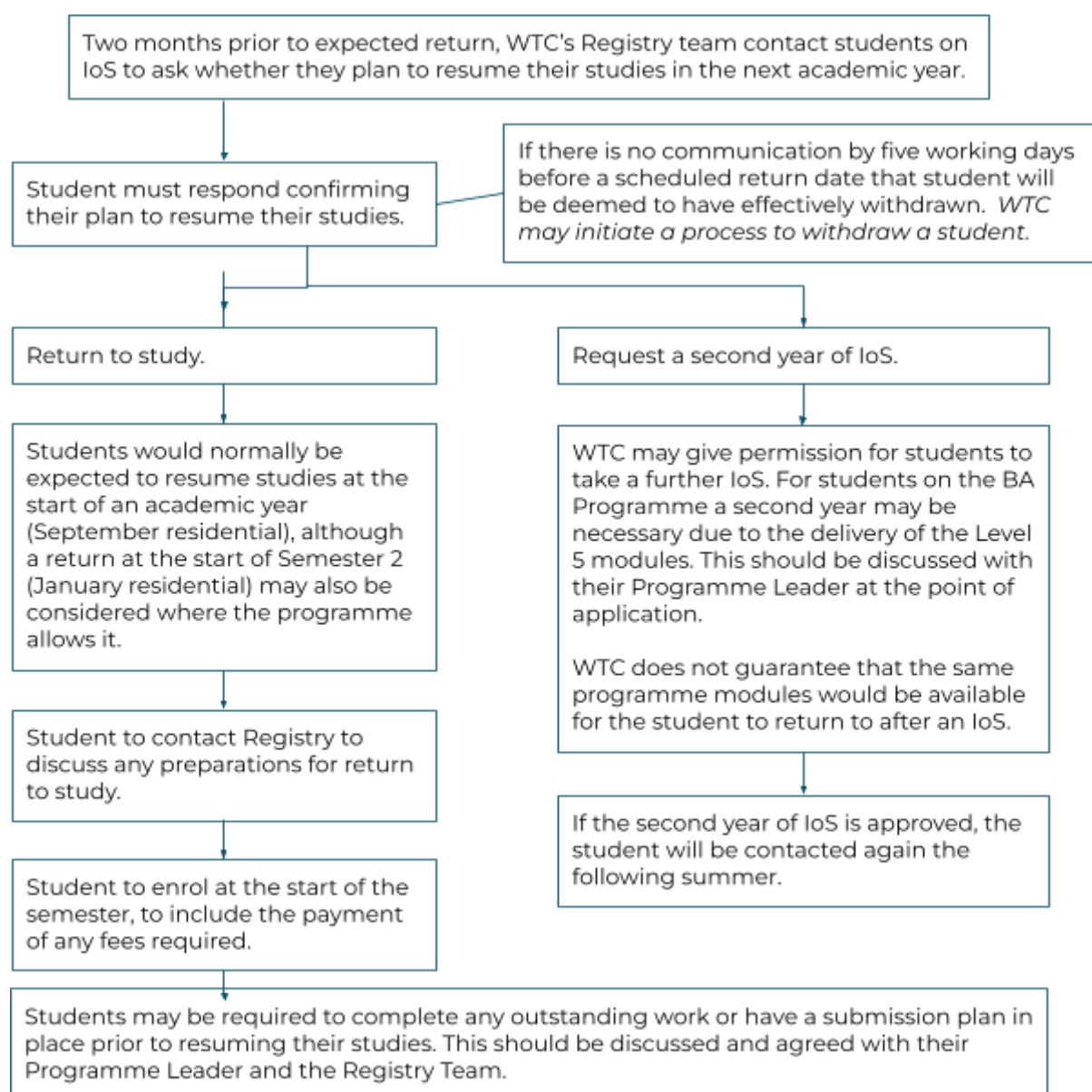
and to all WTC study resources and the WTC student portal. You need to return any library books you have out and pay all outstanding fees and debts to WTC.

Part 8 - Flowchart of IoS Processes

8.1 Application for IoS and payment of outstanding fees and MyWTC/Moodle access (if required).



8.2 Returning to Study after period of IoS



Review Date

Signed	Job Role	Date
Freddy Hedley	Dean of Studies	8th August 2026