

Policy and procedure for termination of a student's registration on a Notting Hill Academy of Music (NHAM) course

This policy defines the procedure that must be followed for a student's registration to be terminated in the following circumstances:

Academic grounds (including unsatisfactory attendance)

Non-Academic Grounds (disciplinary, financial, assumed withdrawal)

A student's registration may be terminated at any stage of the year, on academic grounds, or non-academic grounds, including grounds of discipline or where the student is in debt to the NHAM.

A student who has had their registration terminated will not be permitted to participate in any teaching, learning or assessment activities (including examinations) or use of the NHAM facilities, effective from the date of termination.

Students who have been terminated must submit a new application to continue with their studies.

No student in debt to the NHAM will be re-admitted or considered for a new course. NHAM reserves the right to not readmit students who have had their registration previously terminated.

Termination of Registration of a Student on Academic Grounds

NHAM's courses are awarded by RSL Awards and registration of any student who fails to satisfy the assessment requirements of the course may be terminated.

NHAM also reserves the right to terminate the registration of a student on academic grounds other than failure in an assessment; any such termination must be made in accordance with the provisions of this policy.

Academic grounds, other than failure in an assessment, for consideration of termination of registration of a student include the following: unsatisfactory academic progress, unsatisfactory attendance at timetabled lectures, seminars, classes, practical sessions or other prescribed activities as defined in course handbook, failure to complete or submit required work by due dates or to satisfactory standards, failure to attend for prescribed tests or examinations, failure to comply with assessment requirements or regulations.

NHAM is responsible for ensuring that academic requirements to be met by students for normal satisfactory academic progress through the various stages of their programme of study are made known to students. Such academic requirements will be stated formally in writing and made available to students in the appropriate handbooks or other course documentation.

Termly Boards of Study (BoS) are responsible for ensuring that each student's academic progress is of a programme registration will result in withdrawal from the course of study. Each case will be reviewed and a decision is made as to whether progression to the next stage of the course of study will be offered or not. Such decisions will consider the student's performance in prescribed assessments and other relevant academic grounds including attendance. Students not offered progression due to unsatisfactory academic progress including failure of units will be terminated.

In the case of serious or persistent failure to meet academic requirements during an academic year, the Managing Director may issue to a student a written warning of failure to meet academic

requirements. Such written warning under these provisions must provide at least a three-week period in which to attain specified academic requirements, in default of which the Managing Director may recommend the termination of registration of a student on academic grounds.

When a decision is made to terminate a student's registration, Education Administration will formally write to the student to inform them of the decision and will submit a request to amend the student's status with the awarding organisation RSL Awards and the relevant funding body.

Where a student wishes to appeal against a decision to terminate registration based on academic grounds, then they should proceed according to the College's Policies and Procedures for Appeals as appropriate.

Termination of Registration on Non-Academic Grounds

Disciplinary Grounds

Students subject to disciplinary procedures may have their registration suspended subject to disciplinary investigation or terminated on the recommendation of a Disciplinary Panel.

Consideration of disciplinary matters and appeals will be conducted in line with procedures outlined in the Student Disciplinary Policy and the Student Disciplinary Appeals Policy.

Financial Grounds

NHAM reserves the right to terminate the registration of any student who is in tuition fee debt to the Academy and has not met their tuition fee obligations as outlined in the NHAM Fees Policy.

Students will be given reasonable opportunity to make arrangements to pay any necessary tuition fee debt or establish arrangements to have tuition fee debts paid, including by student loan. Failure to meet specified payment deadlines will result in students' registration being terminated.

The registration of any student who is in tuition fee debt to the NHAM may be terminated provided that;

(a) The student has been informed by the appropriate officer, on behalf of the creditor, in writing of the payment due to the NHAM and has been given reasonable notice of the date by which payment was due; and

(b) The student has been informed in writing that failure to pay the outstanding tuition fee debt would lead to the termination of registration of the student; and

(c) The student has failed to pay the sum due by the due date.

In cases where a student's registration is terminated on the basis of a tuition fee debt, the student will be formally notified in writing.

Any appeal against a termination based on a tuition fee debt must be submitted in writing within 20 working days of the notification to the Education Administrator, who will consider the appeal and advise the Managing Director. The Managing Director's decision on the appeal will be final.

Assumed Withdrawal

The College may also assume withdrawal of a student and terminate the registration on a course of study where it is recognised that a student has ceased to engage with the course. This can be in cases where applicants/students do not enrol, or do not attend classes and do not respond to communications from the NHAM.

Students who are terminated based on assumed withdrawal who wish to return to studies will need to re-apply for their course to continue. In some circumstances, it may be possible to continue within the current year of study.