

LIPA Withdrawal Policy

Students wishing to or considering withdrawing from LIPA need to discuss the possibility of leaving us initially with your LGT and then your Head of Discipline, and attend a meeting with them, if required. Additional support can also be given during this decision-making process from the Student Support Manager,

If you are leaving us completely, you are defined as **withdrawing**.

If you need to have a break from your study, you can apply for a Leave of Absence from your studies. Please note a Leave of Absence is not an automatic right and can only occur in agreement with your Head of Discipline and the Academic Registrar at LJMU. Please read <https://www.ljmu.ac.uk/~media/sample-sharepoint-libraries/policy-documents/71.pdf?la=en> for further information.

Once the decision is made to leave by withdrawing or it has been agreed that you can take a Leave of Absence, you must complete a Student Withdrawal form, or take a Leave of Absence, supported by your programme team - the forms are located in the Registry on Level 2 or available on the Registry SharePoint site. You will need to submit the completed form to the Registry.

Finally, you should also check the terms and conditions of any loan or financial arrangements you have made. For example, if you are in receipt of funding from Student Finance England you should inform them about your decision. Students in receipt of US government Federal Loans are advised to read the following policy dealing with the return of funds to the US government.

<https://www.lipa.ac.uk/LIPA%20Media%20Assets/International/Return%20to%20Title%20IV%20Funds%20Policy.pdf>

If you require any further information, please contact the Finance Team for advice. For our own administrative purposes, the date of leaving is defined as the last date you attended according to our registers. For Student Finance England your last date of attendance is defined as your withdrawal or suspension date.

Failure to complete a Student Withdrawal form prior to withdrawing or suspending your studies at LIPA can affect future funding or your ability to take up a place at another University or Institute.

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