

AIMS COLLEGE OF BUSINESS AND IT
(PVT) LTD

**STUDENT INITIATED
INTERMISSION, WITHDRAWAL
AND TRANSFER POLICY**



Scope

Students enrolled on a course at AIMS are subject to this policy.

This policy applies only to student-initiated requests; AIMS may initiate an interval or withdrawal when a student violates our course/assessment regulations, Engagement and Attendance Policy, Terms and Conditions of Admittance, or Fees Policy. If this occurs, the pupil will be notified of the decision within a reasonable timeframe.

Intermission Initiated by the Student

A student-initiated interval (also known as a study break or leave of absence) occurs when a student requests a suspension of their studies for a specified period of time and intends to resume their studies at AIMS in the future. A pupil may initially request leave for no more than one academic year. There may be instances where more than one interval is granted.

The utmost interval period permitted from initial enrollment on a course is two academic years, but students can only request a break for a maximum of one year at a time (i.e., a student cannot automatically request a break for two years).

If a student does not resume their studies after the interval period, they will be automatically dropped from the course.

If you wish to request a study break, you must inform AIMS as soon as possible; merely not attending does not inform us of your intentions and does not allow us to support you in making such an important decision.

Withdrawal Initiated by the Student

When you have decided to cease studying at AIMS and are certain that you will not return in the future, you must withdraw from your courses. If a student withdraws from AIMS course and intends to return to study at a later date, they must reapply to AIMS. Under certain conditions, reapplying students may not be eligible to enroll at AIMS. This may be due to a variety of factors, including (but not limited to) previous failings on the course, changes in admissions requirements, or the course being discontinued.

If you intend to withdraw from your course, it is crucial that you inform us as soon as possible; simply not attending class does not inform us of your intentions, nor does it allow us to assist you in making such an important decision.

Student Movements

Student transfer (also known as change of course) is applicable when a student wishes to change their course of study at AIMS to another course or withdraw and seek to study at another institution. Our tuition fee policy and enrollment deadlines prohibit course transfers within AIMS after the second week of instruction in the majority of cases. If a transfer is requested after the second week of instruction, it is expected that pupils will have completed their modules.

Applicants who desire to transfer to AIMS must submit an application using the appropriate application method. All applicants to AIMS will be required to satisfy the published entry requirements for their course on the AIMS website.

Approval to transfer to AIMS course as a current student or new applicant may be contingent on previous qualifications, modules completed (including learning outcomes attained), and module grades previously earned. Any request to transfer with advanced standing must comply with the university's policy on the Recognition of Prior Certificated and Experiential Learning. Due to accreditation and/or professional body requirements, some courses may not take advanced entry. Before transferring, applicants are advised to contact the relevant academic course director for clarification on professional body requirements.

If a student intends to enroll at a different institution, they must withdraw from their current AIMS course and submit an application directly to the new institution.

It is crucial that you inform us as soon as possible if you intend to transfer or withdraw from your course; failing to attend class does not inform us of your intentions and does not aid us in assisting you with making such an important decision.

Useful Regulations and Policies

This policy was developed in conjunction with AIMS' policies and regulations, which can be found in our student policies.

- Admissions Policy
- Tuition Fee Policy
- Engagement and Attendance Policy

Appendix 1

Useful Details

Below is a checklist for students to consider prior to transferring, withdrawing, or intermitting. This list of checks for students/applicants is not exhaustive and should only be used as a guide;

- Tuition fee obligation factors and fees
- Any academic repercussions of a transfer or withdrawal. Depending on when and at what level the transfer request is made, there may be academic repercussions regarding module grades and overall degree classifications.
- Any professional body and accreditation ramifications of transferring or dropping out of a program
- Scholarships and/or grants

Under certain conditions, a student's withdrawal request may not be in their best interest. This may be the case if the request for withdrawal is made after the final liability point for tuition fees and the student has attended after this point, so there is no financial and/or academic assessment benefit to withdrawing from the program (please refer to the Fees Policy for more information on Fee liability points). For instance, it may be advantageous to participate in some assessments and earn credit in order to subsequently withdraw from the program.

Cost of Education Implications

If the request for interval is made after the due date for the final tuition fee payment and the student has attended or engaged after this date, you will continue to be responsible for the full tuition fee.

Academic Assessment Consequences

Depending on when you propose the change in studies, you may lose assessment opportunities. Students who have taken an intermission and have not participated in assessments for a module may re-enroll in the module without limit upon their return to study.

If an interval is granted after a module has been completed, students are required to complete all outstanding re-assessments.

You should follow our Extenuating Circumstances procedures and contact the Student Support Services for independent advice if you are unable to participate in the re-sit assessments due to unforeseen, unavoidable, and grave circumstances.

How can I obtain additional information?

Information and guidance regarding the assistance we can provide to help you remain in the program, as well as the specific consequences of your withdrawal, can be obtained in the following ways:

- 1) Discuss your withdrawal intentions with your Academic Adviser/Program Leader; they will discuss the academic implications of your withdrawal and, if necessary, refer you to support services for additional information and advice.
- 2) Contact the Student Support Services by sending an email. If you're an AIMS campus student contact the Student Support Services over a phone call so that we can review your record and provide you with the most comprehensive advice possible.

If you still wish to withdraw, intermit, or alter your course after seeking advice, you must contact The Student Support Services. You may be contacted if additional information is necessary to make a decision regarding your request.

What occurs next?

Once AIMS has received a formal request to change studies and we are confident that we have provided you with the appropriate information and advice, we will:

- Determine your last date of engagement, charge tuition fees in accordance with our Fees Policy, and confirm this to you in writing.
- Notify all relevant agencies of your interval.
- We will award you the highest qualification to which you are entitled at the next award board if you are withdrawn from your course.

In exchange, you are required to:

- Pay any outstanding tuition fees or other obligations owed to AIMS immediately.
- Return all your books to the library.
- Maintain up-to-date contact information by sending an email to the Student Support Services
- Check your email account, including the bulk/junk folders, for additional information regarding your return to school.
- Request any changes to your return date formally by contacting AIMS.