



**TERMINATION OF A
STUDENT'S REGISTRATION
POLICY AND PROCEDURE 2021-22**

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TERMINATION OF A STUDENT'S REGISTRATION POLICY AND PROCEDURE		
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Summary/Description:		
This document defines the process for terminating a student's registration for all courses at All Nations Christian College including those validated by The Open University .		
Feb 2022: Amended <i>Roles Responsibilities, Policy Approval and Review</i> section to bring it into line with all other College policies		

ALL NATIONS CHRISTIAN COLLEGE

To train and equip men and women for effective participation in God's mission to His multicultural world.

TERMINATION OF A STUDENT'S REGISTRATION POLICY AND PROCEDURES

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2. INTRODUCTION

All Nations Christian College reserves the right to terminate the registration of any student on academic grounds, disciplinary grounds, where the student is in debt to the College or the student is deemed to be unfit for study. A student must notify the College in writing if they wish to discontinue their studies and so discontinue their programme.

3. LEGISLATIVE FRAMEWORK

This policy contains rules and regulations of the College which have been prepared in line with Open University regulations and, where appropriate, the requirement of the Office for Students' Regulatory Framework and the UK Quality Code for Higher Education.

4. TERMINATION OF REGISTRATION OF A STUDENT ON ACADEMIC GROUNDS

4.1. ACADEMIC MISCONDUCT

- 4.1.1. The College '[Academic Misconduct Policy and Procedures](#)' document, defines the procedure that must be followed in order for a student's registration to be terminated for reasons of academic misconduct.
- 4.1.2. Termination of student registration is an available penalty for extreme academic misconduct for those students who, after an investigation into alleged plagiarism accrue 525 points or more according to the AMBeR Tarrif. The tariff is part of this document (see the list of contents for the relevant page number).
- 4.1.3. The penalty can be combined with either credits retained or credits withdrawn.
- 4.1.4. The penalty can only be enforced after an investigation according to the College Academic Misconduct Procedure has been carried out, including any appeals process.

- 4.1.5. If a case of alleged academic misconduct is under investigation at the time of the meeting of the relevant Examination Board, the Academic Board shall defer consideration of the candidate's work until a decision on the case has been made and the decision has been conveyed to the candidate.
- 4.1.6. A candidate found guilty of academic misconduct may only lodge an appeal on procedural grounds.
- 4.1.7. Any academic appeal should usually be made using the [Academic Appeals Policy](#), however the Principal/CEO must follow the Formal Disciplinary Procedure as per section 7.6 to 7.18 of the [College Conduct, Conflict and Student Disciplinary Policy and Procedure](#) sections document in all cases where, if proven, it could lead to the termination of a student's registration.

4.2. ACADEMIC FAILURE

- 4.2.1. The College is responsible for ensuring that the academic requirements to be met by students, for normal satisfactory progress through the various stages of their programme of study, are made known to students. Such academic requirements will be stated in writing and made available to students in the appropriate handbooks and on the College VLE.
- 4.2.2. The College reserves the right to terminate the registration of a student on academic grounds for failure in their programme of study; any such termination must be made in accordance with the provisions of this policy.
- 4.2.3. Failure for academic grounds, includes the following: unsatisfactory academic progress, unsatisfactory attendance at prescribed lectures, classes, practical sessions or other prescribed activities, failure to complete or submit required written work by due dates or to satisfactory standards, failure to attend for prescribed tests or examinations, failure to comply with College academic requirements.
- 4.2.4. The Programme Leader, in consultation with the Training Team, will consider all the factors that have contributed to the student's academic failure. If the student has proven themselves unable or unwilling to meet the required academic standard, the Programme Leader will recommend to the Examination Board that the student's registration should be terminated with the College and thereafter The Open University. The Examination Board's decision will be final. The student will be informed of the decision at the earliest opportunity after the Exam Board has met and within 30 days.
- 4.2.5. Where a student's registration is terminated on academic grounds in the course of an academic session, they will not normally be entitled to any refund of fees paid for the terms up to, and including, the term in which the decision to terminate registration was made.
- 4.2.6. The only grounds for an appeal is if the College failed to follow its own procedures, see 4.1.6 above.

5. TERMINATION OF REGISTRATION ON DISCIPLINARY GROUNDS

- 5.1. As a Christian Missionary Training College, All Nations Christian College is generally a community whose members, both staff and student live in harmony with one another, are happy to work within the College regulations and behave in a way that is generally considered to be acceptable. Any serious offence warranting termination of a student's registration is extremely rare.
- 5.2. Decisions relating to termination of registration for disciplinary reasons must be made in accordance with the College's '[Conduct, Conflict and Student Disciplinary Policy and Procedures](#)'.

- 5.3. Termination of registration is a penalty which can be applied for the proven committing of a major offence after a thorough investigation, including any appeals process, has been carried out according to the disciplinary policy and procedures referred to in the paragraph above.
- 5.4. It shall be for the Principal/CEO to decide whether an offence is major, but he or she shall have regard to factors such as the potential for criminal or professional misconduct proceedings arising out of the offence, the impact of the offence on others, the disruption of the normal functioning of the College and/or its facilities and/or members and the College's reputation as a model of Christian moral values and behaviour.
- 5.5. The Principal/CEO will usually determine if, after due investigation according to the Disciplinary Procedure and the appeals process being exhausted, a guilty verdict warrants the student having his/her registration terminated.
- 5.6. If leave is withheld unreasonably, then the student can appeal to the Academic Board on this issue of leave being denied on the basis of the principles of natural justice by the Principal/CEO. Under these circumstances a student may appeal any decisions made to an Appeals Committee, which shall consist of a least one Board member appointed by the Chair of the Academic Board, plus others deemed suitable by the Chair of the Academic Board. In this case it shall be this body which has the power to terminate the student's registration if proven guilty.
- 5.7. Students who have their registration terminated on disciplinary grounds will receive the Certificate and Transcript of Studies or Diploma Supplements to which any successful completion of studies entitles them to receive.
- 5.8. Where a student's registration is terminated on disciplinary grounds in the course of an academic session, they will not normally be entitled to any refund of fees paid for the terms up to, and including, the term in which the decision to terminate registration was made.
- 5.9. The only grounds for an appeal is if the College failed to follow its own procedures, which are outlined in '**Conduct, Conflict and Student Disciplinary Policy and Procedures**'.

6. PROVISIONS FOR SUSPENSION OR TERMINATION OF REGISTRATION OF A STUDENT IN ACADEMIC DEBT TO THE COLLEGE

- 6.1. Students sign the Student Payment Policy document at the start of each Academic year, agreeing to pay all amounts due to the College by their due date. (This policy also includes possible sanctions relating to non-academic debt, which does not affect a student's registration.)
- 6.2. The Finance Department will notify a student's tutor by Week 6 of the third term of a student's academic year, if that student is in debt before the end of their academic year. This is so that the tutor may meet with the student to discover a) whether they need any other support and b) to discuss whether they will be able to either pay their debt or discuss the implications if they fail to do so.
- 6.3. If the student is unable to meet their financial obligations, the tutor will refer the situation to the Programme Leader to discuss the imposition of the following sanction: A student owing tuition fees will be required to defer their programme of study until they are able to clear this debt.
- 6.4. If applicable, the Programme Leader will inform the Finance Department who will arrange for the student to complete the Student Instalment Plan Request which will schedule reasonable repayment terms.
- 6.5. All student debts to the College must be cleared by 31st August (by students studying on a September to July course) or 31st December (by students studying on a January to December course) or the sanction in 6.3 will apply.. Should a student not have cleared the debt by the start of their next academic year the Principal/CEO or his nominee will write to the student confirming their requirement to defer their course until they are able to clear their tuition debt.

- 6.6.** Should the student no longer wish to continue his/her studies or the student has completed his/her course, the College will not release any reference, Transcript of Studies, Diploma Supplement or Award Certificate if the student has not paid all tuition fees due.
- 6.7.** The College reserves the right to suspend or terminate the registration of any student who is in debt to the College for tuition fees, although this is considered to be a measure of last resort, after all other avenues of debt recovery have been exhausted.
- 6.8.** Under these circumstances, and after at least 12 months have elapsed since the debt was incurred, the Principal/CEO or his nominee will:
- inform the student of the final deadline for repayment to be made before he/she will have their registration terminated.
 - not release a Transcript of Studies, Diploma Supplement or Award Certificate if the student has not paid all tuition fees due.
 - reserve the right refuse to provide a reference for a third party.
- 6.9.** When that final deadline has passed without repayment the student will be informed that their registration with the College and The Open University has been terminated.
- 6.10.** There is no right of appeal.

7. TERMINATION OF REGISTRATION DUE TO EXTENUATING CIRCUMSTANCES

- 7.1.** Where a student has been unable to study or complete a year of study due to extenuating circumstances the Examination Board may agree to defer the student's studies for a year and therefore agree to extend the student's registration. The procedure is dealt with using the College [Extenuating Circumstances Policy and Procedure](#).
- 7.2.** Should these extenuating circumstances prevent the student returning to study within the permitted OU registration period, the Examination Board will make the final decision of when their registration with the College and thereafter The Open University should be terminated. The Examination Board's decision will be final. The student will be informed of the decision at the earliest opportunity after the Exam Board has met and within no more than 30 days.
- 7.3.** Where a student's registration is terminated due to extenuating circumstances, in the course of an academic session, they will not normally be entitled to any refund of fees paid for the terms up to, and including, the term in which the decision to terminate registration was made.

8. COMPLAINTS AND APPEALS

See 4.1.6 above.

9. DATE OF TERMINATION

The date of termination recognised by The Open University will be taken as the date on which the College records the student's registration has been terminated with the College.

10. EQUALITY AND DATA PROTECTION

The termination of a student's registration will be dealt with impartially in accordance with the College [Equality and Diversity Policy](#) and all records kept in accordance with the College [Data Protection Policy](#) (NB the latter outlines data subjects rights regarding the processing of that data).

11. ROLES, RESPONSIBILITIES, POLICY APPROVAL AND REVIEW

- 11.1.** **The Board of Trustees** have legal oversight and responsibility for all College policies, but have delegated to the Academic Board the authority to ensure fit-for-purpose policies and

procedures related to academic provision are in place. The **Board of Trustees** are responsible for ensuring:

- Academic provision at the College is adequately resourced.
- They receive details from the **Vice-Principal (Academic)** of any serious incident or one which could be of reputational risk to the College which should be reported to either the Open University, the Office for Students and/or the Charity Commission.

11.2. The **Academic Board** who is also authorized by the Open University through its accreditation process, acts on behalf of the **Board of Trustees** on all academic matters. They are responsible for:

- Ensuring that the academic activities of the College support its mission statement and values.
- Ensuring that a fit-for-purpose termination of a student's registration policy is approved by them and complies with all relevant legislation and regulations (e.g. the regulations of The Open University).
- Overseeing the effective implementation of this policy and ensuring it is satisfactorily managed.
- Ensuring that the principles of this policy are:
 - Considered when managing and planning academic matters.
 - Reviewed by exploring what can be learned from appeals/complaints when they occur.
 - Reviewed in consultation with academic staff, students and The Open University, as a means of constantly seeking to improve the College's academic provision.
- Ensuring they receive details from the **Vice-Principal (Academic)** of reported incidents and outcomes of cases (particularly where a significant impact on someone has occurred or lessons need to be learned), or details of a serious incident or one which could be of reputational risk to the College.

11.3. The **Principal/CEO**, the **Vice-Principal (Academic)** and the **Quality Assurance Committee** are jointly responsible for the annual monitoring and review of this policy and recommending approval to the Academic Board for all changes.

11.4. The **Principal/CEO**, and the **Vice-Principal (Academic)** are responsible for providing leadership for all academic provision of the College and for leading the college's termination of a student's registration policy and practice by:

- Overseeing the investigation into the potential termination of a student's registration and any subsequent appeal.
- Ensuring that decision making complies with College and Open University regulations and is applied consistently across academic provision.
- Reporting to the **Academic Board** and **Senior Leadership Team** incidents and outcomes of cases (particularly where a significant impact on someone has occurred or lessons need to be learned), or details of a serious incident or one which could be of reputational risk to the College.
- Ensuring the College and its staff comply with any appeals process undertaken by an outside agency (e.g. The OU or the OIA).

11.5. The **Examination Board** is responsible for making the final decision to terminate a student's registration with the College and The Open University on academic grounds.

11.6. All academic staff and students are responsible for:

- Familiarising themselves with this policy on appointment/at induction/orientation.
- Taking a pro-active role in improving the College's termination of a student's registration policy and practice.
- Promoting and implementing/complying with this policy.
- , if **involved in an academic appeal** in any capacity:
 - ensuring they present their case with integrity and in a timely fashion and/or
 - ensuring they comply with any investigation and the procedures in this policy.

11.7. The **Recruitment and Training Administrators** are responsible for processing a termination of a student's registration investigation in accordance with the relevant policies and procedures indicated in this policy.

12. POLICY COMMUNICATION

12.1. This policy and any other policies referred to in this document can be found on the College website: www.allnations.ac.uk and in the student area on the College VLE.

12.2. The College Administrator will make every effort to respond to any request to provide this policy in a different format. Such requests should be sent to info@allnations.ac.uk

12.3. This policy will be included in staff and student induction.

13. RELATED DOCUMENTS

The following College documents are related to this policy:

- All Nations Christian College Undergraduate Handbook
- All Nations Christian College Postgraduate Handbook
- All Nations Christian College [Academic Misconduct Policy](#)
- All Nations Christian College [Academic Appeals Policy](#)
- All Nations Christian College [Conduct, Conflict and Student Disciplinary Policy and Procedure](#)
- All Nations Christian College [Equality and Diversity Policy](#)
- All Nations Christian College [Data Protection Policy](#)