



**ULSTER UNIVERSITY**

**DRAFT DEREGISTRATION POLICY**

**ACADEMIC YEAR 2021/22**

**ULSTER ONLINE STUDENTS only**

## ULSTER UNIVERSITY

### ULSTER ONLINE DEREGISTRATION POLICY FOR ACADEMIC YEAR 2021/22

#### **POLICY STATEMENT:**

The policy provides guidance on the procedures relating to a student's break in study either via an **opt-out, leave of absence, or complete withdrawal** and the responsibilities of the student, Faculty, and Student Success in completing this process. The policy also gives guidance to students in assisting them with making an informed decision, fully exploring all options and clearly stating tuition fee and funding implications that may be applicable to the student. The policy is aimed at **students** and **academic staff** and applies to Ulster Online students that are studying on any Ulster Online programme.

#### **WHAT IS DEREGISTRATION?**

Deregistration is the term given to a formal break in study either via **leave of absence, or complete withdrawal** from a programme of study.

An **opt-out** is an informal break in study available to Ulster Online students. For Ulster Online programmes there are six periods of teaching per year. Students can opt-out for up to three consecutive periods without this being considered a leave of absence, though they remain subject to the maximum period of study. An opt out does not exempt a student from sitting a reassessment whereas a leave of absence does.

#### **How to Deregister?**

Registered students should complete their intention to deregister via the student portal and then arrange a meeting with their Course Director to complete a Leave of Absence or Withdrawal form where appropriate.

If the student has **not registered** for the current year and wishes to withdraw or take a leave of absence, they should simply complete a Withdrawal Form or Leave of Absence Form in consultation with their Course Director, as they will not have access to the student portal to complete an intention to deregister. In this case the student **should not** Register.

#### **How to Opt-out?**

Registered students should discuss their intention to opt-out with the Ulster Online Student Success Team. Should a student wish to opt-out following this discussion the Ulster Online Student Success Team can process this break in study.

*Please note that deregistering or opting-out from a programme of study may have financial implications. Please refer to the fee liability [policy](#).*

## THE DEREGISTRATION PROCESS

### STAGES TO BE COMPLETED BY THE STUDENT:

#### **Stage1: Seeking Advice**

Deregistration from a programme of study is not a step that should be taken lightly. You should initially discuss your intention to deregister with the Ulster Online Student Success Team. The Ulster Online Student Success Team will provide advice and guidance on a suitable way forward exploring all possibilities best suited to your individual circumstances.

[Student Wellbeing](#) can also provide further advice and support.

#### **Financial Implications:**

Deregistering from a programme of study may have financial implications affecting:

- Tuition fees owed to the University
- Student Loan (e.g. arrears for repayment of maintenance loan);
- Ulster University Bursary
- NHS Bursary/Grant
- Other forms of Grant/Scholarship

If you receive financial support as outlined above, you have a duty to inform your funding body that you have deregistered from your programme of study. **Failure to notify your funding body may result in a demand for immediate repayment of all or part of your bursary/loan/grant/scholarship.**

#### New Students

If you are a **new** student with an intake year of 2021/22, you will not be liable for any tuition fees for your first module if you withdraw **within 14 days of completing registration or within 7 days from the first day of your first module whichever is the latest date, after which you are liable for 100% of your tuition fees for that module.**

#### Returning students

If you are a continuing student (not taking your first module), please refer to the Liability Policy for clarification on your fees due at the point of deregistration.

#### **Stage 2: Completing the Deregistration form on your student portal:**

It is important that you complete your intention to deregister on the student portal at your earliest opportunity as this date will inform your tuition fee liability. The University's **Tuition Fees Liability Policy** can be found at <https://www.ulster.ac.uk/online-policies>. You should be aware of details of the fee liability dates when submitting your intention to deregister.

- Log on to the Student Portal and click on the Banner icon located on the tool bar. Select the Student Records, Fees and Financial Aid option, then select Registration and finally click on the Deregistration option.
- The current academic year will be displayed at the top of the page, together with your name and date of birth. Programme title, programme year, duration, mode of study and campus will also be displayed.
- A summary of any earlier activity for the current academic year is displayed in the centre of the page.

- If you are indicating for the first time that you wish to deregister from your programme of study, you should select this option from the drop-down list and click on the submit button.
- If you wish to remove an earlier deregistration, you should select this option from the drop-down list and click on the submit button.
- Remember to click on the **submit button** to complete your request.

### **Implications if Deregistration Form is not completed**

If you are experiencing difficulties completing the Deregistration form on the Portal, please contact the Ulster Online Student Success Team for further advice. If you do not complete the deregistration form on the portal, the date of deregistration will be taken as the date your Course Director signs your Withdrawal/Leave of Absence Form. The date of your deregistration determines your [tuition fee liability](#) and may affect your student loan/grant.

If you are in receipt of funding such as a student loan, Ulster University Bursary or any other forms of loans or grants you should contact your funding body to discuss your deregistration.

### **Stage 3: Meeting with the Course Director**

Following completion of the Deregistration form on the Student Portal, you must make an appointment with your Course Director to complete a **Withdrawal/Leave of Absence** form and to fully discuss future options.

If following a meeting with your Course Director, you decide to cancel your deregistration, you have a **four week period** to complete cancellation.

### **STAGES TO BE COMPLETED BY THE COURSE DIRECTOR:**

#### **Stage 1: Deregistration Cognos Reports**

Arrange to download the Deregistration cognos reports on a weekly basis.

#### **Stage 2: Proceed with Deregistration**

Ensure that a meeting is organised with the student in order to fully discuss future options. In circumstances where it is agreed that deregistration from a programme of study is the most appropriate course of action, the Course Director in conjunction with the student should complete a Withdrawal/Leave of Absence Form. The Withdrawal/Leave of Absence Form should concur with the deregistration date on the student portal.

#### **Stage 3: Exit Interview**

Course Directors should arrange to complete an exit interview with the student at this stage.

***Please note there should be no ambiguity between the date of deregistration on the Student Portal (reflected in the cognos report) and that which is reflected on the Withdrawal/Leave of Absence Form. The deregistration date on the Student Portal available on Banner will be taken as the definitive date.***

In circumstances where a student leaves the University without following the deregistration procedures, it is the responsibility of the Course Director to complete the Withdrawal/Leave of Absence Form as soon as the students leaves.

The University's General Regulations allow faculties to deem a student to have withdrawn where the student has been **absent for a period of 4 consecutive weeks**. In these circumstances, the Course Director should contact the Registry Office for further advice.

### **Examination Boards:**

In circumstances where Registry are only made aware of a deregistration following an Examinations Board meeting, the deregistration will be recorded as the date of that meeting and the student will be liable for tuition fees up to that point in the Academic Year.

### **Extenuating Circumstances:**

Requests for a retrospective Leave of Absence will generally not be considered, however in cases where there are clear extenuating circumstances evidenced with for example a letter from a medical professional, individual case details will be reviewed.

Please note that Full Time NI/EU/GB Postgraduate and PGCE students may be liable for pay back of their loan/grant as a result of their date of deregistration and this may affect future applications to the Student Loans Company.

### **Stage 3:       Retract Deregistration**

In circumstances where a student decides to retract their submission of deregistration following a meeting with their Course Director, the student should be advised to log onto the Student Portal within a four week period to cancel their intention to deregister.

All tuition fee queries should be directed to the Fees Office. Contact details are noted below:  
Telephone: +44 (0)28 7012 4252  
E-mail: [fees@ulster.ac.uk](mailto:fees@ulster.ac.uk)