



## Cancellation Policy

### 1. Introduction

This policy is in place to cover a student who cancels their course while receiving student finance from the Student Loan Company (SLC).

### 2. Process

If a student wishes to cancel their course before their student loan has ended they must complete a withdrawal form on Moodle and email the form to Registry.

Registry will submit the request to the Special Cases Committee which will acknowledge the withdrawal and following that, the College will process the withdrawal, including notification to the Finance department.

Registry will ensure the student completes any outstanding obligations to the College.

### 3. Cancellation with SLC

The Finance department will inform the Student Loan Company using the Change of Circumstances form on the SLC portal; this will include the date of the withdrawal.

<b>Document control box</b>			
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Member of staff responsible	Senior Registrar		