



Closure and Withdrawal of HE Provision Policy

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Document owner: **HE Quality & Standards**

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Closure and Withdrawal of HE Provision

This policy covers the closure and withdrawal of HE provision.

In exceptional circumstances programmes may be suspended or closed. The reasons for programme closures are varied and may include (but are not limited to) low recruitment, changes in strategic priorities or staffing alterations.

Requests for programme closure to new applicants shall be made to the Higher Education Committee (HEC) by the Group Curriculum Director using a Programme Discontinuation Form.

The recommendations considered by HEC should include:

- Reasons for proposing closure;
- Plans for continuing students, where relevant.

Following approval of the proposed closure, the Group Curriculum Director will inform:

- Students
- Marketing department

Where applicable, the Group Curriculum Director shall make any special arrangements for current completing students, and plans for how these arrangements shall be monitored. The College has responsibility for ensuring that students remaining on the provision have the opportunity to complete their studies, and that academic standards for these students are maintained. Arrangements shall be made for students to complete their programme. Transfer options, if relevant, should be discussed with students at the earliest possible date.

Where a programme is discontinued, applicants holding offers will be informed as soon as possible, and where possible and appropriate, will be offered a place on an alternative programme by the College or alternatively supported by the Customer Services team.

The risk of closure and/or withdrawal of a HE programme mid-programme has been risk assessed through the student protection plan. If the College is unable to provide continuation of study any affected students should receive a refund of fees and appropriate compensation as per the Higher Education Refund and Compensation Policy. This policy outlines the remedies that would be undertaken to support and compensate students in the event of a programme closure.

The Closure and Withdrawal of HE Provision Policy is linked to the Higher Education Refund and Compensation Policy and the College's Student Protection Plan. Any queries regarding the application of this policy should be addressed to Higher.Education@NCCLondon.ac.uk