

LFS Withdrawal Policy

1. Introduction

We hope that you will complete your studies with the London Film School. Before making the decision to withdraw from LFS, you may wish to explore other options with your Personal Tutor or the Head of Studies (e.g. deferment).

Before making a final decision, we also advise that you speak to Academic Registry and LFS Finance about the implications of a withdrawal, including implications on student visas, loans, scholarships, etc.

2. Scope

This policy applies to both the MA Filmmaking and MA Screenwriting programme.

3. General Stipulations

- 3.1. In order to withdraw from their programme of study, students must complete the withdrawal form. The form is available from Moodle and Academic Registry.
- 3.2. Withdrawals may have financial implications and students who wish to withdraw are strongly advised to discuss their withdrawal and the implications, especially with regard to tuition fees with the Finance Department.
- 3.3. Students with outstanding (incomplete) coursework, including reassessments from previous terms, are encouraged to submit their work prior to withdrawing from LFS as students who meet the relevant requirements will be considered for an exit award at the next Assessment Board.
- 3.4. Students can withdraw from their studies if they have outstanding fees, but remain liable to pay their debt.
- 3.5. Withdrawals affect a student's status in the UK as an international student. International students who withdraw for any reason will have their visa cancelled.
- 3.6. Students should note that once a withdrawal request has been received and approved, they will no longer have student status or normal student rights and entitlements.

4. Withdrawal Process

- 4.1. The withdrawal form must be completed in full, signed and returned to Academic Registry no later than 5pm on Thursday of week 2 of the term they wish to withdraw from.
- 4.2. Final decisions about withdrawal applications are the responsibility of the Academic Registrar.
- 4.3. Academic Registry will inform the student about the decision in writing. Relevant members of staff, including the Personal Tutor and Term Tutor, will also be informed.

- 4.4. Final confirmation is subject to confirmation from Heads of Departments, the library and other relevant parties that all School property and equipment has been returned, and that there are no pending claims or other matters that need to be resolved before a student can defer their studies.
- 4.5. The School will inform the partner university about all students who withdrew from their studies at the earliest opportunity, normally the next Assessment Board.

5. Returning to the Programme of Study

- 5.1. Students who have withdrawn from their programme of study will need to reapply to LFS if they wish to enrol again.
- 5.2. LFS cannot guarantee that students who wish to return after a withdrawal will be permitted to join the course from the point of their withdrawal and may need to join their chosen programme of study from an earlier entry point.
- 5.3. Students who had outstanding fees at the time of withdrawal will need to pay any debt before they can be considered for re-admission to LFS.

6. Version Control

Version Number	Changes	Author, Title	Date
0.1	-	Philip Range, Academic Registrar	10/02/2017
1.0	Approved by Academic Board	-	13/03/2017