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## **Withdrawal Procedure**

### **1. Purpose**

CHARM-EU understands that some students may have to withdraw from their educational programme for various reasons. This procedure document provides information for students considering withdrawal and clarifies student and administrative actions needed for withdrawal.

### **2. Scope**

This procedure applies to any registered student on a CHARM-EU long duration programme. Students registered on any other CHARM-EU educational programme fall out of scope for this procedure.

### **3. Benefits**

The benefits of this document are:

- 3.1. To document a clear procedure for students seeking to withdraw from a CHARM-EU long educational programme.
- 3.2. To clarify for administrative and teaching staff the procedure of student withdrawal from a CHARM-EU long educational programme.

### **4. Definitions**

- 4.1. **Withdrawal:** Withdrawal refers to a student's decision to permanently exit their long educational programme and discontinue all related activities before finishing the programme they are currently enrolled in.



**4.2. Long duration programmes:** CHARM-EU educational programmes that last at least one academic year.

## **5. Procedure**

- 5.1. Before commencing the withdrawal procedure, students are recommended to discuss their intentions with their mentor and any other support staff in alliance universities.
- 5.2. Students are not required to obtain approval before withdrawing, but they are responsible for notifying CHARM-EU of their withdrawal plans.
- 5.3. Students must complete the official CHARM-EU withdrawal form and provide a clear explanation for their decision to withdraw. This form should be emailed to the JVAO for processing.
- 5.4. The JVAO will provide receipt of this form via email to the student. The date of withdrawal will be effective on receipt of this form (see Refund Policy 7.12) or at the date specified in the form by the student. Students can enter a later termination date during their request for termination of enrolment.
- 5.5. Students are to communicate their withdrawal to the current JVAO officer. JVAO will raise the request to:
  - 5.5.1. The Academic Council
  - 5.5.2. Module coordinators
  - 5.5.3. Mentor of the student
  - 5.5.4. JVAO of phase 1 including the mobility officer if relevant.



- 5.6. If a student fails to notify the JVAO of their intention to withdraw, this may lead to outstanding fees and no assessment for phases, modules, or courses they are registered for (see Refund Policy 7.11).
- 5.7. When CHARM-EU is notified that a student is withdrawing, the registration status of that student is terminated in all participating universities.
- 5.8. When a student has withdrawn from their CHARM-EU long educational programme, they are no longer permitted to use any student services on any CHARM-EU campus from the date of effective withdrawal (see point 5.4). Students need to return their student card, in alliance universities where they are given a card, to the relevant administrative department within the university where they are located. Students registered with another programme at that institution have remaining access to these services.
- 5.9. Student enrolment will be terminated as of the 1st of the month following their request for termination of enrolment, no sooner. This means that a request for termination in the month of October will be terminated as of 1st November.
- 5.10. Information about a refund of deposits or tuition fees are detailed in the Refund Policy.
- 5.11. In case of outstanding grants related to their CHARM-EU long educational programme such the Erasmus grant, students will be informed separately of possible consequences and actions.

## **6. Responsibility**

- 6.1. The Academic Council is responsible for supervising this procedure.



6.2. Students are responsible for notifying CHARM-EU about their intention to withdraw.

6.3. The JVAO is responsible for the administration of student withdrawals.

## **7. Related documents**

Refund Policy

Withdrawal Form

Privacy Policy

## **8. Document control**

Date of initial approval: 02/03/2023

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