



# Withdrawal Procedure

## For Initial Teacher Training Programmes

### Version 2

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| <p><b>Note:</b> This procedure can only be considered current and valid when viewed on the VNHTT portal and website. If this document has been printed or saved from another location, you must check the version number matches that of the online copy.</p> |  |
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| <p><b>Related Documents</b></p>   | <p>VNHTT Policies and documents –<br/>         Assessment Policy<br/>         Professional Code of Conduct<br/>         Attendance Policy<br/>         Trainee Agreement<br/>         Appeals Policy</p> |

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## **1. Introduction**

VNHTT understands that trainees may need to withdraw from the programme for various reasons. Throughout the course, we prioritize the well-being of our trainees in everything we do. At each stage of the programme, we will implement proactive and supportive measures. If a trainee decides to withdraw, VNHTT will provide clear guidance on the withdrawal process and any associated financial considerations.

## **2. Aims**

- To provide clarity regarding the withdrawal process
- To ensure trainees are aware of financial implications of withdrawal
- To ensure that the withdrawal process is transparent for all

## **3. Withdrawal Prior to the Start of the Programme**

Successful applicants have the option to withdraw from the VNHTT programme before it begins. Any applications made before a Teacher Reference Number (TRN) is issued and registered in the DfE system can be withdrawn through the DfE Apply system. Applicants can do this by logging into their application and selecting the withdrawal request option. Alternatively, VNHTT can complete this process upon request from the applicant.

## **4. On-Programme Withdrawals**

If the applicant has already started the course, an initial meeting will be arranged with the Head of VNHTT to discuss the reasons for withdrawal and to offer guidance and support that may help the trainee continue. We are committed to supporting our trainees in these situations, ensuring they understand all available options and are fully informed before deciding to leave the programme. The meeting will also provide an opportunity to explore deferral options, if applicable, and to confirm the tuition fees incurred as a result of the withdrawal.

If the decision is made to withdraw from the programme, the trainee will need to complete the withdrawal form, and the VNHTT Operations Manager will follow the necessary steps outlined in the withdrawal checklist. Trainees must return any school or VNHTT equipment before officially withdrawing. VNHTT will notify the Department for Education (DfE) via the Register that the trainee has withdrawn from the ITT programme. For Secondary ITT candidates, this will also trigger the withdrawal of any DfE funding, including incentive, grant, or bursary payments. Additionally, VNHTT is required to inform Student Finance England.

If a trainee fails to respond to communication or attend any meetings regarding the next steps, despite efforts to engage them, VNHTT may proceed with the withdrawal process.

### **VNHTT Cause for Concern Policy (see Policy)**

Following a Stage Three meeting, a trainee may be withdrawn from the VNHTT programme.

## **Points to Note:**

### **Student Finance England (SFE)**

Student Finance must always be contacted to discuss individual circumstances. Contact details for Student Finance England can be found via their website:

**<https://www.gov.uk/contact-student-finance-england>**

Student Finance England can clarify how any future funding (tuition fee/maintenance loan) is affected by a withdrawal for any future training course, and advise how/when there would be a requirement to pay money back to Student Finance England following any early withdrawal from the course.

### **Tuition Fees**

A student (trainee) who withdraws from their studies early is charged a pro-rata tuition fee (on a termly basis). Please note that should Student Finance England (SFE) not pay fees on your behalf you will be invoiced for any fees outstanding as of your withdrawal date. Arrangements to pay outstanding fees will be made with the VNHTT Operations Manager.

**ANNEX 1  
VNHTT Withdrawal Form**

*NOTE: Following a meeting with the Head of VNHTT, this form should be completed, signed with your original signature and returned to the Operations Manager of VNHTT (Nicola Haxwell - [nhawxwell@smchull.org](mailto:nhawxwell@smchull.org) )*

**Trainee Name:**

**Phase / Subject:**

**Training year:**

**Date of leaving the programme:**

I have spoken with the Head of VNHTT in connection with making this informed decision and constructive advice as regards my future has been given.

Signed:

Print name:

Date:

**SECTION ONE: REASONS FOR WITHDRAWAL**

**Academic and work related**

- Finding the course too demanding
- Required to withdraw on academic grounds
- School Placement

Please give details if any of the above constitutes the main reason for withdrawal:

**Course Content**

- Aspects of the course were not as expected
- Aspects of the course were not indicated at interview or in marketing literature
- Course does not meet revised career aspirations

Please give details if any of the above constitutes the main reason for withdrawal

**Course Delivery / Organisation / Management**

- Aspects of teaching delivery
- Aspects of course management

Please give details is any of the above constitutes the main reason for withdrawal:

**Personal / Financial**

- Personal / Domestic Issues
- Financial Difficulties
- Medical Circumstances
- Pressure of full or part-time employment
- Maternity / Paternity

Please give details if any of the above constitutes the main reason for withdrawal:

Was there a specific aspect or incident that influenced your decision to withdraw?  
Please give details below if so:

Reason for withdrawal withheld by the trainee