



LONDON PROFESSIONAL ACADEMY (LPA)

**CLOSURE AND WITHDRAWAL
OF HE PROVISION POLICY**

**Title: Closure And Withdrawal Of HE Provision
Policy**

Approved date: Jan, 2024

Approved by: London Professional Academy

Review Date: Jan, 2025

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 are made in writing to London Professional Studies (LPA). The recommendations considered by HEC should include:

- Reasons for proposing closure
- Plans for continuing students, where relevant
- Following approval of the proposed closure, LPA will inform:
 - Students
 - Marketing department
- Where applicable, LPA shall make any special arrangements for current completing students, and plans for how these arrangements shall be monitored.
- LPA 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 LPA or alternatively supported by LPA team
- 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
- Any queries regarding the application of this policy should be addressed to LPA.