



## LEAVERS POLICY

**Primary person responsible for updates to this policy:** Compliance Manager

**Last review date:** July 2025

**Next review date:** July 2026

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

**When a withdrawal notice is received:**

A withdrawal notice must be received from the student's parent/s, agent, or sales manager. The member of staff that receives the withdrawal notice must forward it to DLD - Course Admin ([DLDCourseAdmin@dld.org](mailto:DLDCourseAdmin@dld.org)) to ensure that all relevant staff members are informed.

The member of staff who receives the withdrawal notice should send a brief acknowledgement of receipt of the email. If one term's notice has not been provided, it should be mentioned as soon as possible (either before or within the email acknowledgement) that fees in lieu will be charged, in accordance with the contract which is available at <https://www.dldcollege.co.uk/about-us/terms-conditions/>. A template response with the key details regarding notice required and fees in lieu has been provided to all relevant staff and is available from the Bursar. Please also refer to the "Fees/ Finance" section of this policy (below) for further clarification.

**Withdrawal of CSA Students:**

Before CSA students are off-rolled the Compliance Manager must obtain details of the student's future plans to report to the Local Authority.

The Compliance Manager will ask the family/agent/sales manager to complete the online Leavers Form (Appendix A).

- If the student plans to stay in the UK, the Compliance Manager will request evidence of a new CAS or Confirmation Letter from the intended educational institution.
- If the student is leaving the UK, the Compliance Manager will request a copy of the flight details/ticket.

When all the withdrawal information is received and confirmed, the Compliance Manager will inform the Local Authority. Upon receiving confirmation that the student can be off-rolled from the LA, the Compliance Manager will inform the Data Manager, and the student will then be off rolled with the exact date, reason for withdrawal and destination recorded on SIMS.

When the student is off-rolled the Data Manager will send an all-staff withdrawal notice email.

**Withdrawal of Non-CSA Students:**

The Compliance Manager will ask the family/agent/sales manager to complete the online Leavers Form (Appendix A). When the completed Leavers Form is received or 10 days after the date that the Leavers Form was sent, the Compliance Manager will inform the Data Manager that the student can be off-rolled with the exact date, reason for withdrawal and destination (if received) recorded on SIMS.

When the student is off-rolled the Data Manager will send an all-staff withdrawal notice email.

### **Reporting to the UKVI:**

If a withdrawing student is international and holds a visa sponsored by DLD College London, the Compliance Manager will ask the family/agent/sales manager to complete the online Leavers Form (Appendix A) as soon as the notification of withdrawal is received. The example of the template letter to be sent is in Appendix B.

Then Compliance Manager will report the withdrawal of the sponsorship to UKVI.

- For a CSA student, withdrawal must be reported as soon as the Local Authority confirms that the student can be off-rolled.
- For a non-CSA student, withdrawal must be reported as soon as the completed Leavers Form is received or 10 days after the Leavers Form was sent.

When the sponsorship withdrawal has been reported to UKVI, the Compliance Manager will send a follow-up email to the family/agents/sales manager.

- If the completed Leavers Form was returned, the follow-up email must be sent immediately after receiving the Leavers Form or when the Local Authority confirmed that the student can be off-rolled (Appendix C).
- If the Leavers Form was not returned, the follow-up email must be sent 10 days after the Leavers Form was sent or when the Local Authority confirmed that the student can be off-rolled (Appendix D).

### **Fees/Finance:**

The Finance Bursar or the Bursar will contact the family/agent/sales manager when the student has been off rolled, to inform them of any potential refund and/or to answer any questions about outstanding fees. Any questions relating to fees will be handled in accordance with the Finance Team's policies and protocols.

Please see the first section above ("When a withdrawal notice is received") regarding notice requirements and fees in lieu if adequate notice is not provided. All parents/ guardians sign an acceptance form agreeing to the college's terms and conditions (<https://www.dldcollege.co.uk/about-us/terms-conditions/>) which require a term's notice if a student is withdrawing from DLD. If the required notice is not given, a term's fees are due in lieu of notice. This notice is also required if the Parents or the Student wish to transfer from boarding to day status or vice versa, or between categories of boarding; or following the GCSE year or Year 12, the student will not return for the following year even if they have achieved the required grades. Additionally, the balance of the Acceptance Deposit and any Additional Deposit is not refunded unless the student's course is completed in full.

## Appendix A

Link to the online Leavers Form – <https://forms.office.com/Pages/ResponsePage.aspx?id=-WI9zw7OY0OZiQkzliyuwBMrFVqqAy9JiSPuM5rEQItUNDNEVTEwR0s5UjvYUQUxU0lCWVdBmVI2Ui4u>

### Leavers Form 2024/2025

1. Please enter today's date: \*

Please input date (dd/MM/yyyy)



2. What is the student's full name? \*

Enter your answer

3. What is the student's date of birth? \*

Please input date (dd/MM/yyyy)



4. Who is completing this Form?  
Please complete with your full name and relationship to the student.  
\*

Enter your answer

5. What year was the student studying in the academic year 2024/2025? \*

- ☐ Year 8 - Academic Preparation Course
- ☐ Year 9
- ☐ Year 10
- ☐ Year 11
- ☐ Year 12
- ☐ Year 13
- ☐ Year 14 - International Foundation Programme

6. Does the student currently hold a Child Student / Student visa sponsored by DLD College London? \*

- ☐ Yes
- ☐ No

7. What is the student's current visa's expiry date? \*

Please input date (dd/MM/yyyy)



6. Does the student currently hold a Child Student / Student visa sponsored by DLD College London? \*

- ☐ Yes
- ☐ No

7. What is the student's current visa's expiry date? \*

Please input date (dd/MM/yyyy)



8. When was / will be the student's last day at DLD College London? \*

Please input date (dd/MM/yyyy)



9. What is the student's plans after leaving DLD College London? \*

- ☐ Will stay in the UK and continue education here
- ☐ Will leave the UK

10. Please confirm the date when the student has left / will leave the UK: \*

Please input date (dd/MM/yyyy)



11. Please confirm the flight number for the student's flight from the UK: \*

Enter your answer

12. Please provide us with the address where the correspondence for the student can be forwarded to: \*

Enter your answer

13. Please provide us with the phone number in case if any further communication is required: \*

Enter your answer

14. Please provide us with the email address in case if any further communication is required: \*

Enter your answer

15. Please confirm the next educational institution for the student: \*

Enter your answer

16. Please provide us with the address where the correspondence for the student can be forwarded to: \*

Enter your answer

17. Please provide us with the phone number in case if any further communication is required: \*

Enter your answer

18. Please provide us with the email address in case if any further communication is required: \*

Enter your answer

## Appendix B

### Request to complete the Form

Dear (Parents' salutation),

We have been informed that (Student's name) will be leaving us and not continuing their studies here at DLD College London.

**However please note that to withdraw a student formally from the College, we require the online Leavers Form to be completed: (link to the online Leavers Form)**

Please note that we also require to receive the following documents:

- A new offer or CAS from the new school either in the UK or Overseas
- The flight tickets for their trip back home or last time they left the UK

We require this information by (deadline in 10 days) at the very latest.

**Once this information is provided, I will notify the UKVI that our sponsorship has been officially withdrawn to prevent them experiencing any future visa application problems.**

(Student's name) may also need a copy of their current CAS as evidence for their new school which I am also happy to provide once the above information has been received.

We wish (Student's name) the very best in all their future endeavours.

### Leavers Form and documents received

Dear (parents' / agent's salutation),

Firstly, we would like to thank (student's name) for choosing DLD College London for study and please be assured that they will be missed.

**In addition, further to receipt of the completed Leavers Form, flight information and/or new sponsor information, I can now confirm that I have informed the UKVI of the student's status and formally withdrawn our CAS and sponsorship. This should ensure they have no problems if they apply for another UK visa.**

Any remaining leave on the current visa will be curtailed, and they should not attempt to use the visa to travel back to the UK as they may be turned away by Border Control.

I have attached a copy of their old CAS for DLD College London as a lot of colleges and universities ask to see this as evidence of previous UK studies.

We would like to take this opportunity to wish them every success.

## **Leavers Form was not received**

Dear (parents' / agent's salutation),

Firstly, we would like to thank (student's name) for choosing DLD College London for study and please be assured that they will be missed.

**Unfortunately we haven't received a completed Leavers Form from you. However according to our sponsor's duty I have now informed the UKVI of the student's status and formally withdrawn our CAS and sponsorship. This should ensure they have no problems if they apply for another UK visa.**

Any remaining leave on the current visa will be curtailed, and they should not attempt to use the visa to travel back to the UK as they may be turned away by Border Control.

I have attached a copy of their old CAS for DLD College London as a lot of colleges and universities ask to see this as evidence of previous UK studies.

We would like to take this opportunity to wish them every success.

## **Withdrawal due to lack of communication**

Dear (Parents' salutation),

We have been trying to contact you several times during this summer regarding (Student's name) new visa application / living arrangements for the next academic year.

**Unfortunately we haven't received any communication from you. According to our sponsor's duty I will have to inform the UKVI of the student's visa withdrawal because of lack of communication.**

It means that the previous CAS will be withdraw, sponsorship cancelled and offer of a place at DLD withdrawn immediately.

**We require to hear from you by 30<sup>th</sup> August at the very latest to avoid this to happen.**

If the student decided NOT to return to DLD in September 2025, the online Leavers Form ([link to the Leavers Form](#)) must be completed and returned together with a new offer or tickets to home country.

If the student is planning to return, we must hear from you ASAP with the further details of the current situation.

Please do not hesitate to contact me if you have any questions or updates.