

Christ Theological College

Termination of a Students Registration

Level 5/5 Microcredentials Provision - Validated by Union School of Theology

Document Control

Version: 1.0

Date Approved: July 2026

Approved By: CTC Leadership Team

Policy Owner: Academic Dean

Review Cycle: Bi-annual

Next Review Date: July 2028

Applicable Programmes: CTC Micro-credentials (Level 4/5)

Applies to: All students registered on CTC provision, and applicants complaining about the handling of an application, including those studying or applying from outside the United Kingdom.

Validating Partner: Union School of Theology

Preamble

Ending someone's registration is the most serious thing Christ Theological College (CTC) can do to a student who has enrolled with it. This policy exists so that, in the rare event it is ever contemplated, the student already knows what could lead to it, what will happen before any decision is taken, and what they can do afterwards. Nothing in it should come as a surprise to someone who has read their enrolment terms and the Code of Conduct.

CTC delivers short, credit-bearing microcredentials at Levels 4 and 5, validated by Union School of Theology (UST), entirely online and to small cohorts. Two features of that provision shape this policy. First, microcredentials are short: a student is rarely more than a few weeks from completing what they started, so declining a future enrolment is often a more proportionate response than ending a registration mid-course, and the College will consider that first. Second, credit is awarded as it is achieved, so a student whose registration ends does not lose what they have already earned, they receive a record of it.

The College's consistent position is that termination is a last resort. Where a student is struggling academically, CTC's first step is to make contact and offer support. Where a student is behind on fees, the first step is to offer an instalment arrangement or a deferral, CTC subsidises its fees precisely because it does not want cost to be the reason someone cannot study. Where conduct is the issue, the Code of Conduct provides a range of responses well short of termination.

What follows sets out the grounds on which registration may be terminated, the process in each case, the student's right to respond before a decision is made, and the appeal available afterwards. Every decision under this policy is taken in writing, with reasons given.

1. Purpose and Scope

1.1 CTC may terminate a student's registration on disciplinary grounds, on academic grounds, where fees remain unpaid, or where a student is unable to continue. This policy sets out the grounds, the process, and the student's right of appeal.

1.2 Termination is rare and is always a last resort. Where a lesser action would resolve the matter, CTC will take it.

1.3 A student who wishes to withdraw voluntarily must tell CTC in writing at admin@ctcollege.org. Withdrawal is not termination and no penalty attaches to it; refunds are governed by the CTC Student Protection Plan.

1.4 This policy applies to CTC's online, short-course provision. Because microcredentials are short, CTC will consider whether allowing a student to complete the current microcredential, and declining a future enrolment, is a more proportionate response than mid-course termination.

2. Related Documents

- CTC Student Contract/enrolment terms
- CTC Code of Conduct
- CTC Student Complaints Policy
- CTC Equality and Diversity Policy
- CTC Data Protection Policy
- UST validation requirements for CTC microcredentials

3. Termination on Disciplinary Grounds

3.1 CTC expects students to work within its regulations and to behave in a way that does not harm others or the learning environment, including in online sessions and forums. Conduct serious enough to warrant termination is very rare.

3.2 Termination on disciplinary grounds may only follow an investigation carried out under the CTC Code of Conduct, including any appeal available under it.

3.3 In deciding whether termination is appropriate, the Principal will take into account the seriousness of the conduct, its impact on other students and staff, whether it is likely to be repeated, any disruption to CTC's provision, and any mitigating circumstances put forward by the student.

3.4 The student will be told in writing what is alleged, given a reasonable opportunity to respond in writing or by video call, and given a written decision with reasons.

3.5 A student whose registration is terminated on disciplinary grounds keeps any credit already awarded and will receive a record of that credit.

3.6 Fees paid for the microcredential in progress are not normally refunded where registration is terminated on disciplinary grounds.

4. Termination on Academic Grounds

4.1 Academic Misconduct

4.1.1 Termination is an available penalty for the most serious academic misconduct, applied under the CTC Academic Misconduct Policy [confirm this exists] and only after an investigation under that policy, including any appeal.

4.1.2 Where an allegation of academic misconduct is outstanding when the assessment board meets, consideration of the student's work is deferred until the case is decided.

4.1.3 A finding of academic misconduct may be appealed only on procedural grounds, under that policy.

4.2 Academic failure

4.2.1 CTC may terminate registration where a student has been unable to meet the academic requirements of the microcredential.

4.2.2 Academic failure means: failure of an assessment and of the permitted reassessment; failure to submit required work by the deadline without an approved extension or accepted extenuating circumstances; or sustained non-engagement with the microcredential.

4.2.3 Where a student has not engaged for [four] consecutive weeks without explanation, CTC will contact them in writing, offer support, and set a date by which engagement must resume. Termination is considered only if there is no response.

4.2.4 The academic requirements of each microcredential, including the number of reassessment attempts permitted under UST's regulations, are set out in the course handbook and made available to students at enrolment.

4.2.5 A student whose registration is terminated on academic grounds keeps and receives a record of any credit already awarded.

5. Non-payment of fees

5.1 CTC's fees are set below cost and are subsidised. CTC's first response to a student in financial difficulty is to seek a workable arrangement, not to terminate.

5.2 Where fees remain unpaid, Admin or the Finance Director will contact the student, and CTC will offer an instalment plan or a deferral to a later intake.

5.3 Registration may be suspended, and in the last resort terminated, where fees remain unpaid [three] months after the due date and after at least two written reminders, the second of which sets a final date for payment.

5.4 CTC will not issue a certificate or record of credit while fees for that microcredential remain unpaid.

5.5 A student may appeal a termination under this section under section 7, on the grounds that CTC did not follow this procedure.

6. Termination on Other Grounds

6.1 Where a student is unable to continue because of illness or other extenuating circumstances, CTC will normally agree a deferral to a later intake rather than terminate registration.

6.2 Registration may also be terminated where an applicant failed to disclose information they were required to disclose, as set out in the CTC Criminal Conviction Policy.

7. Appeals

7.1 A student may appeal a decision to terminate registration within 10 working days of receiving it.

7.2 The only ground for appeal is that CTC did not follow its own published procedures, or did not take account of relevant evidence available at the time.

7.3 The appeal is considered by [a member of the Board of Trustees / governing body] who has had no previous involvement in the case.

7.4 A written outcome, with reasons, is issued within 15 working days. This is the final stage of CTC's internal process, and CTC will confirm in writing that its internal procedures are complete.

8. External Escalation

8.1 If not satisfied with how CTC handled the process, a CTC student may raise a concern with UST as validating partner once CTC's internal process is complete; to whom; and within what timescale.

9. Date of Termination and Record of Audit

9.1 The date of termination is the date CTC records the student's registration as terminated, and this date is reported to UST.

9.2 Within [15 working days] of termination, CTC will issue the student with a record of any credit achieved, unless section 5.4 applies.

10. Equal Opportunities

10.1 Decisions under this policy are made impartially and in accordance with the CTC Equality and Diversity Policy. CTC will consider any reasonable adjustments a student needs in order to take part in a process under this policy.

11. Data Protection

11.1 Records relating to termination are held in accordance with the UK GDPR, the Data Protection Act 2018 and the CTC Data Protection Policy, and are retained for seven years.

11.2 Students may request a copy of the personal data CTC holds about them by contacting the administrator on admin@ctcollege.org.

12. Responsibilities and Approval of Review

12.1 The Principal is responsible for decisions under this policy and for ensuring they are consistent with UST's requirements for validated provision.

12.2 A record of all terminations, with grounds and outcomes, is reported annually to [the Board of Trustees] and included in CTC's annual monitoring report to UST.

12.3 The Board of Trustees approves this policy. It is reviewed every two years or sooner if required.

13. Communication

13.1 This policy is published on the CTC website at www.ctcollege.org.

13.2 It is drawn to students' attention at enrolment.

13.3 CTC will provide this policy in an alternative format on request.

Version Control

Version	Author	Date	Reason for change	Equality impact check	Approval date
1.0	NMH	July 2026	New CTC policy, adapted with permission from the Union School of Theology Termination of a Student's Registration policy and contextualised for CTC's online	Yes	July 2026

			Level 4/5 microcredential provision		
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