



KINGDOM UNIVERSITY POLICY LETTER

STUDENT WITHDRAWAL POLICY

1. Purpose

The purpose of this policy is to establish a clear, consistent, and equitable process for student withdrawal from Kingdom University (“University” or “KU”). The policy defines voluntary withdrawal, the official withdrawal date, University-initiated administrative withdrawal, and the relationship between withdrawal, academic records, and financial obligations.

2. Scope

This policy applies to all students enrolled in Kingdom University academic programs and applies to both voluntary student withdrawal and University-initiated administrative withdrawal.

3. Voluntary Withdrawal

A student who wishes to withdraw from the University must provide formal notice to the University through the designated withdrawal process. Students are encouraged to communicate with the appropriate University representative before withdrawing so that questions concerning academic standing, financial obligations, and future enrollment can be addressed.

4. Official Withdrawal Date

The official withdrawal date is the date established by the University as the effective date of the student's withdrawal.

When a student submits formal written notice, the date the University receives the notice will ordinarily serve as the official withdrawal date, unless another date is required based on documented circumstances.

When a student stops participating without providing formal notice, the University may determine the official withdrawal date using reliable institutional records, faculty reports, communication records, or other appropriate documentation.

5. Student Stops Participating Without Formal Withdrawal

If a student ceases participation in the academic program without formally notifying the University, KU will make a reasonable determination of the student's withdrawal status and official withdrawal date based on available documentation.



KINGDOM UNIVERSITY POLICY LETTER

The University will not automatically treat a student's temporary absence or lack of participation as a permanent withdrawal when the circumstances reasonably indicate that the student intends to continue enrollment.

6. Withdrawal During a Four-Week Course

A student may withdraw while a four-week course is in progress. The student's official withdrawal date will be used to determine the academic and financial consequences of the withdrawal.

Tuition and refund matters resulting from withdrawal are governed by the Annual Tuition & Fee Policy and the Annual Tuition Refund Policy.

7. Withdrawal Between Courses

A student may withdraw between four-week courses. The University will record the withdrawal using the applicable official withdrawal date and will determine any resulting financial obligation or refund under the Annual Tuition Refund Policy.

8. Four-Week Holiday Break

Kingdom University's academic structure includes ten four-week courses, totaling forty instructional weeks, together with a scheduled four-week holiday break.

The four-week holiday break is a scheduled, non-instructional period. It is not included in the forty instructional weeks and does not, by itself, constitute withdrawal, leave of absence, termination, or completion of the student's program.

A student who intends to discontinue enrollment during the holiday break must follow the University's withdrawal process.

9. Temporary Interruption

A student who experiences circumstances requiring a temporary interruption of participation should communicate with the University as soon as reasonably possible. The University may determine whether the circumstances constitute a temporary interruption or withdrawal based on the nature and expected duration of the interruption.

A temporary interruption does not automatically constitute withdrawal when the student and University have established that the student intends to continue the program.



KINGDOM UNIVERSITY POLICY LETTER

10. University-Initiated Administrative Withdrawal

The University may initiate an administrative withdrawal when a student no longer meets applicable enrollment, academic, conduct, other institutional requirements, or when circumstances otherwise require termination of enrollment under University policy.

When practicable, the University will provide the student with notice of the reason for administrative withdrawal and any applicable opportunity for review or appeal.

11. Academic Record Following Withdrawal

The student's academic record following withdrawal will be maintained in accordance with University academic and recordkeeping practices. Course completion, grades, and withdrawal notation, when applicable, will be determined according to the University's academic requirements and the timing of the withdrawal.

12. Financial Responsibility

Withdrawal does not automatically eliminate a student's financial responsibility for tuition or other charges.

The student's financial obligations and any refund due will be determined under the Annual Tuition & Fee Policy and Annual Tuition Refund Policy, using the official withdrawal date established under this policy.

13. Student Access Following Withdrawal

Following withdrawal, the University may discontinue access to academic courses, learning platforms, student services, and other institutional resources associated with active enrollment, subject to any applicable institutional requirements or record-access rights.

14. Return to the University

A student who has withdrawn and later wishes to return to Kingdom University may request re-enrollment. Return is subject to the University's admission, enrollment, academic, and financial requirements in effect at the time of re-enrollment.

15. Appeal and Review

A student who believes a withdrawal determination was made incorrectly or unfairly may submit a complaint or appeal under the Student Complaint & Appeal Policy.

An appeal should identify the decision being challenged, the basis for the appeal, and any relevant supporting information.



KINGDOM UNIVERSITY POLICY LETTER

16. Records

The University will maintain appropriate records concerning student withdrawal, including withdrawal notices, administrative determinations, relevant communications, and documentation supporting the official withdrawal date, consistent with applicable University recordkeeping practices.

17. Student Responsibility

Students are responsible for formally notifying the University when they intend to withdraw. Students should not assume that simply ceasing participation will complete the withdrawal process.

Students are also responsible for reviewing the financial and academic consequences of withdrawal before submitting a withdrawal request whenever reasonably possible.

18. Relationship to Other Policies

This policy should be read together with the University's Enrollment Policy, Annual Tuition & Fee Policy, Annual Tuition Refund Policy, Academic Progress & Ability-to-Complete Assessment Policy, Student Complaint & Appeal Policy, and Transfer Credit Policy, where applicable.

Where another University policy specifically governs a particular academic, financial, or procedural matter, that policy will apply to the matter addressed by it.

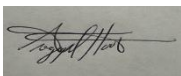
19. Administration and Review

The University will administer this policy through its designated academic and administrative personnel. The policy will be reviewed periodically and may be revised as necessary to maintain consistency with University practices and applicable requirements.

APPROVAL

Authorized Kingdom University Official: Dr. Greg Hood

Title: President, Kingdom University

Signature: 

Date Approved: 1 August 2026

Effective Date: 1 October 2026

Next Review Date: 1 July 2027

Policy Number: 006

Applies To: All Students

Responsible Office: Administration / Registrar / Admissions