

Course withdrawal policy

Withdrawn (definition): *participant's progress towards the qualification is permanently stopped, and they do not intend to return. They will lose access to the online course materials and will no longer attend face to face sessions.*

Leadership Live are committed to helping all participants gain their desired qualification. If as a participant you feel that you may need to withdraw, please in the first instance discuss this with your course facilitator to see if there are any other options open to you.

After this, if you still wish to withdraw, please notify your facilitator and the Leadership Live central team (contact details on our website) of your decision in writing, preferably via email. Non-attendance at face to face sessions and lack of contact do not constitute course withdrawal.

Leadership Live reserves the right to withdraw a participant from a qualification under the following circumstances:

- Failure to attend the required face to face sessions. The threshold for attendance is likely to vary between delivery partners, as the number of face to face sessions can vary.
- Failure to sufficiently engage with the online learning. You must have read all the online material by the end of your course.
- Failure to submit for final assessment by the due date as notified at the start of the course, unless a deferral has been agreed (see deferral policy).
- Where there has been no contact from you, despite every reasonable effort being made to contact you.