

Re-admission Policy

Introduction

1. A readmission applicant is a student who has previously enrolled with the University of Essex Online but has either left the course voluntarily (self-withdrawal) or been required to withdraw by the Board of Examiners. This policy provides an overview of the general principles for readmission.

At the University of Essex Online we are continually developing and enhancing our programmes to provide the best student experience possible. Therefore, it is important to note that when you apply for readmission the course may have changed or may no longer be offered.

You should also be aware that course fees and terms and conditions may also have changed.

Scope

2. This policy covers cases where a former student is requesting permission to be re- admitted to study at the same level, having previously left voluntarily or having been required to withdraw without obtaining an award. It does not cover requests from students who want to be admitted to study at a higher level having successfully completed an award at a lower level.

How to apply for re-admission

3. You may apply to be re-admitted to the University of Essex Online. In order to do so you must first contact the Student Support Team who will advise you of the process and send you the appropriate documents to complete.

The Student Support Team dealing with the application will require the following information from you:

- the date that you wish to be re-admitted
- what programme you previously studied and which programme you want to study

- up to date contact details
- a statement outlining why you want to be re-admitted and why you think you will be successful this time

The Student Support Team dealing with the application will also make you aware of the current course fees and Terms and Conditions.

3.1 Students who were required to withdraw by the Board of Examiners

If you were required to withdraw by the Board of Examiners you will not usually be considered for readmission to the same programme from which you were required to withdraw, or a similar programme which contained modules you have already taken, for a minimum of 2 years following your date of withdrawal.

You could be considered for immediate readmission to a completely different area of study if there are good reasons to indicate that you chose the wrong course originally and you can provide evidence that you will be successful in the new area. However you may not be immediately readmitted to a different programme if you cannot complete it within the maximum period for the original course to which you were admitted.

Readmission would require approval from the Dean of Academic Partnerships at the University of Essex.

3.2 Students who have withdrawn themselves from the programme

If you withdrew yourself from your programme of study you may be considered for immediate readmission to the same programme from which you withdrew, or a similar programme which contained modules that you have already taken, or a completely different area of study. Readmission is subject to you being able to demonstrate that the circumstances which required you to withdraw from your original course have now changed and that you are now in a position to resume your studies.

You may only be granted immediate readmission if you can complete the programme within the maximum period of study for the original course to which you were admitted. You will also carry forward the number of attempts and any failures for modules that you have already taken.

3.3 Students who have had to withdraw due to financial reasons

If you have had to withdraw from your programme because you were unable to continue payment of course fees or because you had an outstanding debt you may be able to be considered for immediate readmission. Immediate readmission will be subject to you being able to clear your outstanding debt or that you are able to continue payment of course fees.

Responsible Manager	Name	Date approved	Related Policies
Director of Student Recruitment and Admissions	Faye Coates	August 2025	<u>Recognition of Prior Learning (RPL) Policy</u> <u>Admission Policy</u> <u>Disability Disclosure and Reasonable Adjustment Policy</u> Widening Participation Statement <u>Equality and Diversity Policy</u> <u>Complaints and Appeals Policy for Applicants</u> Terms and Conditions