

# LAMDA

## Withdrawal Policy

### Introduction

This document sets out LAMDA's policy with respect to the management of withdrawal arrangements when either a Centre no longer wishes to offer one or more of our qualifications, or in cases where LAMDA withdraws a qualification.

For customers who need to cancel an examination entry, please refer to the [LAMDA Examinations Cancellation Policy and Procedures](#).

### Withdrawal process for Centres

Should a Centre no longer wish to offer LAMDA qualifications, it should:

- Ensure that all learners have completed their examinations prior to withdrawal.
- Notify LAMDA, in writing, detailing the date of withdrawal and any learners that may be affected.

Should LAMDA decide to apply a Level 3 Sanction and remove approved status as a recognised Centre, this will be done in accordance with the Sanctions Policy and the Centre will receive clear communication of all decisions and will have had a chance to address actions and appeal as per the Malpractice and Maladministration and Appeals Policies.

In all cases of Centre withdrawal, LAMDA will take reasonable steps to protect the interests of the learners currently registered on any LAMDA qualifications. For example, an alternative exam venue may be sourced to enable them to complete their examination.

### Qualification Withdrawal Process

Where LAMDA intends to withdraw a qualification, reasonable notice will be given of the anticipated withdrawal to all stakeholders.

When LAMDA makes the decision to withdraw a qualification, they will promptly prepare, maintain and comply with a written withdrawal plan that specifies how the interests of the learners is protected.

### Version control

Version number	Date	Initial	Comments
V1	5.12.2022	KR	New Document
V1.1	19.02.2025	KR	Minor process updates