

### BCS Qualification Withdrawal Notice

Training Provider Name	
Training Provider BCS Number	
Re Accreditation Month	
Proposed Closing Date	
Would you like to cease your BCS accreditation before the expiry date of your BCS Contract?	Yes <input type="checkbox"/> State contract end date: No <input type="checkbox"/>

Qualifications you wish to cease offering:

ICDL  DMP   
 Apprenticeships  Prof Certs  HEQ

<b>Reason for Closing</b>

Please note the following procedures:

Learner/Candidate Details	Notes
Number of any current learners/candidates registered on the qualification and who would be affected by the withdrawal (e.g. that will not have completed the qualification by the withdrawal date).	
Details of plans to support any existing learners/candidates to ensure their interests are protected	

Closing Check List	Completed Y/N/N/A - Notes
Approved Centre certificate disposed of or returned to BCS.	
All manual tests / evidence-based assessments	

have been marked and results uploaded to BCS.	
All learners' work is to be retained for 3 years after the centre has closed to support any possible appeals. If ceasing trading, all learners work is to be sent to BCS.	
Assessment materials securely disposed of.	
Certificates provided to learners or returned to BCS. (If applicable)	
All references to BCS Approved Centre and BCS Qualifications removed from training providers website, marketing materials etc.	

<b>Marketing</b>	<b>Y/N – Confirm contact details</b>
Would you like to continue receiving marketing messages from BCS?	

<b>Withdrawal Declaration</b>	
I confirm that the information provided above is accurate to the best of my knowledge at the time of submission. I also accept that any outstanding credits will be lost upon completion of centre withdrawal and my centre being assigned 'Centre Closed' status.	
<b>Centre Manager Name:</b>	
<b>Date:</b>	

Please return the completed form to [cpqt@bcs.uk](mailto:cpqt@bcs.uk)