

TAUGHT STUDENT REQUEST TO WITHDRAW

If you wish to withdraw your studies, this means you will stop studying with us and will no longer be a student at the University. If you decide to withdraw and you wish to return at a later date then you will have to fully reapply following the admissions procedure.

This is an important decision and should be considered fully before confirming you wish to do this. You are strongly encouraged to discuss the need to interrupt your studies with the SU Advice Centre as there are often many other ways we can help support you to continue.

You should also read the Regulations and associated Procedure on interrupting your studies before filling in this form. You can access that information at the following link. [Withdrawal Procedure](#)

Section 1 – Your Details	*Denotes a Compulsory Field
Student No. U.....	
First Name*:	
Surname/Family Name*:.....	
Please indicate if you are*: <input type="checkbox"/> Home <input type="checkbox"/> EU <input type="checkbox"/> Overseas/International	
Please confirm that you have read the Regulations and Procedure on how to Interrupt your Studies*: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 – Course Details*
School *:.....
Course Title*.....
Course Code.....

TAUGHT STUDENT REQUEST TO WITHDRAW

Route Code.....
Year of Course (e.g. 1 st year, 2 nd year etc.)

Section 3 – Withdrawal Details*
Last date of attendance on the above course* (this will be the last session you were recorded on the attendance monitoring system as having attended) \.....\.....
Reason(s) for wanting to withdraw:

Section 4 – Assessment Details (List the modules and assessments for which you have already submitted and received informal marks during this academic year)		
Module	Assessment	Mark

TAUGHT STUDENT REQUEST TO WITHDRAW

Section 5 – Finance, Loans and Benefits		
Student Loan discussed	Entitlement discussed	Council tax and accommodation discussed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you in receipt of a bursary or scholarship fund to support your studies. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 6 – Visa and Immigration Team Advice (for international students only)**
COMPLETE THIS SECTION ONLY IF APPLICABLE
<p>For Visa and Immigration Team use: On behalf of the Visa and Immigration Team, I confirm that the student has been fully informed of the implications this withdrawal will have on his/her immigration status in the UK. The student has been told that the University may be obliged to report this to the UK Home Office.</p> <p>Print Name*:.....</p> <p>Signed*: _____</p> <p>Date*: _____</p>

Section 7 – Academic Approval by the Personal Academic Tutor.
Name of Personal Academic Tutor*.....
Signed*:.....

TAUGHT STUDENT REQUEST TO WITHDRAW

Section 7 – Student Declaration
By signing this form you are agreeing to proceed with your withdrawal and have been given the relevant information in order to make an informed decision.
Signed
Dated\.....\.....

School use only

Administration Process completed by

- | | |
|---|--------------------------|
| Form complete | <input type="checkbox"/> |
| ASIS updated | <input type="checkbox"/> |
| Student received formal confirmation in writing of withdrawal | <input type="checkbox"/> |
| Notified other departments/colleagues, tick as appropriate; | |
| International Office | <input type="checkbox"/> |
| Student Services | <input type="checkbox"/> |
| Students' Union | <input type="checkbox"/> |
| Other School | <input type="checkbox"/> |
| Personal Academic Tutor | <input type="checkbox"/> |
| Guidance or Support Teams in School | <input type="checkbox"/> |
| Student Recruitment and Marketing | <input type="checkbox"/> |
| Student Finance | <input type="checkbox"/> |
| Other..... | |