# You need to complete SECTIONS A & B, before getting your Course Leader to sign the form and then take it to your School/College Administration Office.

**We want you to succeed and UWL has lots of support to help you** through your studies and to help you solve any problems you might have, be those academic, personal or financial.

If you are thinking about leaving, talk to someone. You can approach:

|  |
| --- |
| **List** |
| Your Personal Tutor |
| Your Course Leader |
| Your Head of School/Dean of College |
| Student Services (In the Street)\* |
| The Student Engagement Team (in person, or by telephone on 020 8209 4172) |
| Your School Administrative Office  |
| Finance, to discuss a payment plan |

**\* You should be aware that there may be financial implications resulting from your decision to withdraw.**

**If you are in receipt of student finance, you will be contacted by the student loans company regarding repayment of any overpayment of student funding. You may have to repay some of your student loan. This may also affect your entitlement to future study. If you are an international student in receipt of a Tier-4 sponsored visa, you will lose that sponsorship and your right to stay in the UK.**

**SECTION A – WHO HAVE YOU CONTACTED? (TO BE COMPLETED BY STUDENT)**

|  |  |  |
| --- | --- | --- |
| **List** |  | **Contact date** |
| Your Personal Tutor |[ ]   |
| Your Course Leader |[ ]   |
| Your Head of School/Dean of College |[ ]   |
| Student Services (In the Street)\* |[ ]   |
| The Student Engagement Team (in person, or by telephone on 020 8209 4172) |[ ]   |
| Your School Administrative Office  |[ ]   |
| Finance, to discuss a payment plan |[ ]   |

**SECTION B – YOUR DETAILS (TO BE COMPLETED BY STUDENT)**

**Do you have a Tier 4 Student Study Visa Yes 🞏 No 🞏**

|  |  |
| --- | --- |
|  |  |
| STUDENT ID NUMBER |  |
| SURNAME |  |
| FIRST NAME |  |
| COURSE TITLE |  |
| COURSE START DATE |  |
| WHEN DO YOU WISH TO WITHDRAW? |  |

**PLEASE STATE YOUR REASON FOR WITHDRAWING: (PLEASE ONLY SELECT ONE REASON)**

|  |  |
| --- | --- |
| Transferring to another institution |  |
| Wish to defer studies and come back later |  |
| Struggling with assessments or programme of study |  |
| Failure to proceed |  |
| Health reasons |  |
| Financial reasons |  |
| Other personal reason |  |
| Going into employment |  |
| Difficulty during placement  |  |
| Wrong Career/Course choice |  |
| Dissatisfied with course  |  |
| Dissatisfied with placement |  |

**IF TRANSFERRING TO ANOTHER INSTITUTION PLEASE STATE WHICH INSTITUTION BELOW**

|  |
| --- |
|  |

**PLEASE PROVIDE ANY ADDITIONAL INFORMATION ABOUT YOUR DECISION TO WITHDRAW BELOW:**

|  |
| --- |
|  |

**PLEASE ASK YOUR COURSE LEADER TO SIGN BELOW TO COMMENT ON YOUR DECISION TO WITHDRAW FROM THE COURSE:**

Course Leader’s Comments:

|  |
| --- |
|  |

Course Leader’s name:

Course Leader’s signature: Date:

**PLEASE NOW SIGN THE FORM BELOW BEFORE SUBMITTING THIS FORM TO YOUR SCHOOL/COLLEGE ADMINISTRATION OFFICE**

Student’s name:

Student’s signature: Date:

**SECTION C (TO BE COMPLETED BY SCHOOL/COLLEGE OFFICE)**

|  |  |
| --- | --- |
| Is the student eligible for an exit award (Y/N) |  |

If **yes, please complete the below**

|  |  |
| --- | --- |
| Credits achieved  |  |
| Eligible outcome |  |
| Date of Board  |  |

**SECTION D – DEAN OF COLLEGE/HEAD OF SCHOOL APPROVAL**

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Signature**  |  |
| **Date approved** |  |

**ANY ADDITIONAL INFORMATION**

|  |
| --- |
|  |

**SCHOOL OFFICE/COLLEGE TO COMPLETE THE BELOW**

|  |  |  |
| --- | --- | --- |
| **Date received**  |  |  |
| **Date sent to SR&D Team** |  |
| **Administrator’s name** |  |
| **Administrator’s signature** |  |

**SECTION E (TO BE COMPLETED BY COMPLIANCE)**

If the student is an *overseas* (Tier 4 Visa) student; please complete the section below:

Please select one activity type listed 1-3 and one reason listed in alphabetical order

(Data department are not able to process the form unless these fields are completed)

1. Sponsor has stopped sponsoring the student (Select one)

|  |  |
| --- | --- |
| Sponsorship withdrawn: student has not enrolled |  |
| Student has withdrawn from studies post enrolment |  |
| Sponsor has excluded or withdrawn the student from the course |  |
| Course has been withdrawn by the sponsor |  |
| The student has deferred their studies |  |
| Course is completed earlier than expected |  |
| Student has moved to another sponsor |  |
| Information received that the application has been refused |  |

If you have ticked any of the options above, please provide details below:

|  |
| --- |
|  |

Compliance officer’s name:

Compliance officer’s signature: Date:

PBI updated 🞏 SMS updated 🞏 Date:

**SECTION F (TO BE COMPLETED BY UNIVERSITY STUDENT RECORDS & DATA TEAM)**

|  |  |  |
| --- | --- | --- |
| **Date actioned on UNIT-E** |  | **DATA STAMP** |
| **Date copy sent to Finance** |  |  |
| **Date copy sent to School/College** |  |
| **Date SLC notified** |  |