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](https://www.hud.ac.uk/registry/current-students/taughtstudents/interrupting-withdrawing/)

|  |  |  |
| --- | --- | --- |
| **Section 1 – Your Details \*Denotes a Compulsory Field** | | |
| Student No. U……… | | |
| First Name\*: ………………………. | | |
| Surname/Family Name\*:…………………………. | | |
| Please indicate if you are**\***: Home EU Overseas/International | | |
| Please confirm that you have read the Regulations  and Procedure on how to Interrupt your Studies\*: Yes No | | |
|  | | |
| **Section 2 – Course Details\*** | | |
| School \*:………………………………………………………….. | | |
| Course Title\*…………………………………………………….. | | |
| Course Code…………………………………………………….. | | |
| Route Code………………………………………………………. | | |
| Year of Course (e.g. 1st year, 2nd 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 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | | |
| **Section 5 – Finance, Loans and Benefits** | | |
| Student Loan discussed | Entitlement discussed | Council tax and accommodation discussed |
|  |  |  |
| Are you in receipt of a bursary or  scholarship fund to support your studies. Yes No | | |
|  | | |
| **Section 6 –Visa and Immigration Team Advice (for international students only)\*\*** | | |
| **COMPLETE THIS SECTION ONLY IF APPLICABLE** | | |
| **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.  Print Name\*:……………………………………… | | |
| Signed\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Section 7 – Academic Approval by the Personal Academic Tutor.** | | Name of Personal Academic Tutor\*………………………………………………………. | | Signed\*:……………………………………………. |  |  | | --- | | **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 |
| ASIS updated |
| Student received formal confirmation in writing of withdrawal |
| Notified other departments/colleagues, tick as appropriate;  International Office  Student Services  Students’ Union  Other School  Personal Academic Tutor  Guidance or Support Teams in School  Student Recruitment and Marketing  Student Finance |
| Other………………………………………………. |