**REQUEST TO WITHDRAW PERMANENTLY FROM A COURSE**

This form is a formal request to withdraw from your studies and must be completed and submitted before your withdrawal can be actioned.

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| **SECTION 1** – Checklist of actions to take BEFORE requesting withdrawal from your studies |

**All students** - Read relevant information available on [Ask Herts](https://ask.herts.ac.uk/withdrawing-from-university)

**All students** - Discuss your options and agree your intentions with your Programme Leader

**All students** - Speak with the Student Account Management team to ensure you are aware how this will affect your tuition fee liability ([student-finance@herts.ac.uk](mailto:student-finance@herts.ac.uk))

**If you are in receipt of SLC funding** – speak with the Student Funding & Financial support team to ensure you are aware how this will affect your current funding and any future funding eligibility ([funding@herts.ac.uk](mailto:funding@herts.ac.uk))

**If you are studying on a student visa** – speak with the Student immigration Team to ensure you are aware how this will affect your visa status and that of any dependents ([sitadvice@herts.ac.uk](mailto:sitadvice@herts.ac.uk))

**If you are resident in University accommodation** – speak with the Residential Allocations team to ensure you are aware how this will affect your accommodation contract ([accommodation@herts.ac.uk](mailto:accommodation@herts.ac.uk))

**If you are studying on a degree apprenticeship** – speak with your employer about your plans and arrange for them to sign this form to confirm their agreement to your change in student status

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| **SECTION 2** – Complete your student details | | |
| ID Number: |  | | |
| First Name: | Surname: | | |
| Email address: | Phone: | | |
| **Are you withdrawing from all courses on which you are registered?** | | **Yes**  **No**  | |
| **If no, please enter below details of the course and course instance you are withdrawing from:** | | | |
| Course code\*: | Course instance\*: | | |
| Course Name\*: | | | |

\* details of your course are displayed on your Student Record which you can access via StudyNet

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| **SECTION 3** – Reason for request |

Select ONE option from the list below to indicate why you are requesting suspension of your studies.

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| Personal – Student personal financial difficulties | ☒ | Personal – Parental leave (Maternity) | ☒ |
| Personal – Unable to continue due to ill health |  | Personal – Other parental leave (Paternity/Adoption) |  |
| Personal – Change in personal circumstances |  | Personal – Caring responsibilities |  |
| Personal – Left to take up employment/self-employment |  | Personal – Pregnancy |  |
| Personal – Student Dissatisfaction with Professional Placement |  | Personal – Student disability |  |
| Personal – Transferred to another course at another institution |  | Personal – Student Dissatisfaction with course |  |
| Personal – Transferred to a similar course at another institution |  | Personal – Career change |  |
| If none of the reasons above apply, please give a detailed reason for your withdrawal here: | | | |

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| **SECTION 4** – Student declaration |

*I confirm that I have taken all the necessary advice and actions as laid out in Section 1 of this form and wish to proceed in withdrawing from my studies.*

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| Student signature: | Date\*: |

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| **SECTION 5** – Academic approval, to be completed by your Programme Leader | | |  | |
| Agreed “Exit date” based on submission date of withdrawal form (DD/MM/YY): | | |  | |
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|  |  |  |  |  | |
| Signature |  | Name *(in block capitals)* |  | Date | |

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| **SECTION 6** – Employer agreement, DEGREE APPRENTICESHIP STUDENTS ONLY, to be signed by employer |

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| Please sign below to confirm your agreement to this change in student status. | | | | | | | | |
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| Company Name: | | | |  | Job Title: | | | |
|  |  |  | | | |  |  | | |
| Signature |  | Name *(in block capitals)* | | | |  | Date | | |
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| **SECTION 7** – For administrative use only |

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| Date received by office (DD/MM/YY): |  |
| System update (DD/MM/YY): | User: |
| If the student is withdrawing from other course enrolments, please forward form to relevant administration team: | |
| Hub forwarded to: | Date forwarded: |