**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)

**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)

**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)

**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)

**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:  |
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| 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:  |