Guidance for RCUK students wishing to Permanently Withdraw

- Consider the reasons why you wish to permanently withdraw – would a temporary withdrawal be a better option? The guidance notes at section 4 of the Permanent Withdrawal form found at: https://www2.warwick.ac.uk/services/academicoffice/gsp/formslibrary/#duringyourstudies will give you advice about various aspects of your withdrawal.
- Discuss your options with your supervisor and/or Director of Graduate Studies in your department, also Senior Tutor’s office if necessary. If you are a Tier 4 student, we strongly recommend that you contact the Immigration Services team at Warwick for further advice.
- Once you make your decision, complete the Permanent Withdrawal form, found at https://www2.warwick.ac.uk/services/academicoffice/gsp/formslibrary/#duringyourstudies
- Ensure that the last date of attendance is correct, as this will impact on the academic fees charged. If your stipend has been paid in advance, you may be required to repay the overpayment.
- On completion and signing of the form, email it to the Director of Graduate Studies in your department for their approval.
- The form will then be sent to the Graduate School for action.
- If you have been in receipt of a maternity allowance from a Research Council and subsequently do not return to your studies, you will be required to repay the maternity allowance, in line with Research Council guidelines.