Permanent Withdrawal Form

Permanently withdrawing from your studies means that you have decided to stop studying at the University of Warwick and that you have no intention of returning to continue your programme of study in the future. If you are considering withdrawing from your studies you should discuss the matter with your Personal Tutor or other relevant members of staff in your department as soon as possible as there are often alternative options open to you, such as temporary withdrawal. Please see the Guidance Section of this form for further information.

Withdrawing from your studies will have financial and visa implications. Please find contact details for Student Funding, Student Finance and the International Office in the Guidance Section of this form.

Section 1: Your details

Please complete your personal details in the section below. It is important that you complete this information as accurately as possible so that your record can be correctly identified.

Surname: | First name: |
Student number: | Date of birth: [____/____/_____]
Course: | Department: |
Last date of attendance at the University: [____/____/____]*

Section 2: Reasons for leaving

Please give your reasons for leaving the University (click on the boxes):

Programme of study □ Transfer to another university □ Campus setting □
Family commitments □ Health □
Financial reasons □ Entering employment □ Other reasons □

Please add comments below:

I declare that the above information is correct and that I have read the guidance provided overleaf.

Signature: | Date: [____/____/____]

Section 3: Departmental support

To be completed by the Head of Department or Director of Undergraduate/Graduate Studies.

I can confirm that the above-named student's last date of attendance* was as stated above.

Signature: | Date: [____/____/____]
Name: | Position: |
Section 4: Guidance
Completion and submission of this form
Please ensure that Parts 1, 2 and 3 of this form are completed before submission. Once you have completed Parts 1 and 2 you can email the form to your Head of Department or Director of Undergraduate/Graduate Studies for signature so that the form can then be forwarded by email to studentrecords@warwick.ac.uk for undergraduate and postgraduate taught students and to graduateschool@warwick.ac.uk for postgraduate research students. Alternatively, completed forms can be sent in hard copy to: Student Records/Graduate School, Academic Office, University House, University of Warwick, Coventry, CV4 8UW, United Kingdom.

Temporary Withdrawal
If you are not sure that you wish to permanently withdraw from the University, temporary withdrawal is an option you should consider. Temporary withdrawal (sometimes referred to as a suspension of study) may be granted where a student requires a break from their studies for specific reasons (most commonly due to ill health, maternity leave or financial difficulties). In the first instance you should discuss this with your personal tutor or other relevant members of staff in your department. For further information, please see: go.warwick.ac.uk/studentrecords or go.warwick.ac.uk/graduateschool

Accommodation
If you are living in University campus accommodation, any refund in rent will be calculated from the date of your withdrawal or the date you vacate your accommodation and return your room keys, whichever is the later. University off-campus accommodation contracts require a replacement to be found before you can be released from your contract. If you have any questions about your departure from your accommodation, please contact Warwick Accommodation either by going to Rootes Reception, or on +44 (0) 2476523772, or by email to accommodation@warwick.ac.uk

Finance
Student Finance will calculate any fees that you are owed using the last date of attendance given on this form. Students who withdraw after an advance maintenance payment has been made will be asked to repay any funds no longer due. You can call Student Finance on +44 (0)24 7652 8103 or +44 (0)24 7652 3872. You can find further information at: go.warwick.ac.uk/studentfinance

Council Tax
If you withdraw from your studies, you are strongly advised to contact the relevant local authority's Council Tax office for guidance regarding Council Tax. Please also note that if the local authority determines that you must now pay Council Tax you may be eligible for a discount if all other residents do have student exemption. You must make those you share with aware of this change to your status as it may also affect any student disregard they have applied for.

International students
If you require student entry clearance or leave to remain (a ‘visa’) to study in the UK, permanent withdrawal from your course is likely to affect your permission to remain here in the UK. Furthermore, if you are a sponsored student, i.e. you were issued with a CAS by Warwick that you used to obtain your Tier 4 visa, and you decide to stop studying, the University is required to stop sponsoring you. We are required to withdraw your CAS, and report your permanent withdrawal from your course to the UKBA. As you would no longer have a valid Tier 4 sponsor, you would then be required to leave the UK. In order to return to the UK to resume your studies, you would need to apply to us for a new CAS in order to apply for a new Tier 4 visa. If you were to try to return to the UK on your old visa, you would be likely to encounter problems on re-entry. If you are intending to switch to another Tier 4 institution within the UK, you must inform the University so that we can let the UKBA know that you intend to continue studying elsewhere. Switching to another Tier 4 institution may mean that you are not required to leave the UK once you have withdrawn from Warwick and this is something that you should discuss with an immigration adviser at the University.

All international students who wish to withdraw permanently from their course are strongly advised to make an appointment to discuss their individual situation with the University’s Immigration Service advisers: +44 (0)24 7657 5229 or immigrationservice@warwick.ac.uk

Centre for Student Careers and Skills
Students withdrawing before the completion of their course are entitled to use the Centre for Student Careers and Skills for three months from their formal date of withdrawal from the University. For further advice, please contact by phone: +44 (0)24 7652 4748 or by email on careers@warwick.ac.uk

Senior Tutor
The Senior Tutor, Stephen Lamb, promotes the academic welfare of students and is a sympathetic person to whom students can turn in confidence for support. The Senior Tutor’s office is on the ground floor of University House. Please ask at Reception for directions, or contact on +44 (0)24 7652 2761, seniortutor@warwick.ac.uk, http://www2.warwick.ac.uk/services/tutors

Student Support Services
If you have issues which are not directly academic-related, please contact Student Support Services on +44 (0)24 7657 5570; studentsupport@warwick.ac.uk

Student Advice Centre
The Students’ Union offers a free, confidential and independent advice and representation service which provides support for a variety of issues, including housing, immigration, money, academic, health, legal issues, consumer rights and employment: http://www.warwicksu.com/contact/advice/

Data Protection
All student data is collected, processed and disclosed in accordance with the Data Protection Act 1998 and will be treated as confidential. Any information you provide will only be seen by a small number of University staff who monitor the provision of student services. If you are funded by a UK Research Council, the University is required to inform the relevant funding body of your withdrawal date and the reasons why you have decided to leave.

Back on Course
The University of Warwick subscribes to a national project called Back on Course. This project aims to provide students who leave University without completing their studies with impartial information, advice and guidance with regard to continuing in Higher Education. If you do decide to permanently withdraw from the University, a Back on Course adviser will contact you shortly afterwards. Back on Course is funded by the Higher Education Funding Council England and can only offer help to UK students. More information may be found online at www.backoncourse.ac.uk or by calling 0845 366 0476 or +44 (0)161 902 9823.