



Student Records Management Workflow





WARWICK


Guide to Temporary Withdrawal (TWD) for Students

Log in to 'eVision online student records service' and from your home page, click on Student Records Requests.

The screenshot shows the Warwick Student Records (SITS) portal. At the top, there is a navigation bar with the Warwick logo and the text 'Student Records (SITS)'. Below this, there are links for 'My data', 'My Student Finance', 'Student Records Requests', and 'Contact Us'. A search bar is located on the right side of the page. The main content area is titled 'Student home page' and is divided into several sections:

- Your University E-mail Address:** A section where users can check or update their university email address.
- Course(s) you have enrolled onto:** A table listing the user's current courses and their enrollment dates.
- Edit my personal data:** A section with a list of links to update personal information such as name, DOB, gender, home address, nationality, country of birth, ethnicity, and disability.
- Summary of your data:** A table providing a quick overview of the user's personal details.

Course	Enrolment Date
Finance and Economics	

Student no:	1699997	
Name:	Mr George Wesley	
Preferred Name:	George	
DOB:	23 February 1996	
Gender:	Male	
Nationality:		
Country of domicile:		
Country of birth:		

Edit my personal data	
Links to enable you to view and/or change some of the information that we hold about you.	
Request change to record held for name and title	
Edit my preferred name	
Request change to record held for DOB	
Request change to record held for gender	
Edit my home address	
Edit my nationality	
Edit my country of birth	
Edit my ethnicity	
Edit my disability	

From your next page, click Request Temporary Withdrawal

The screenshot shows a web browser window displaying the Warwick Student Records (SITST) portal. The page title is "Student Records (SITST)" and the main heading is "Student Records Requests". A search bar is located at the top right. A navigation menu includes "My data", "My Student Finance", "Student Records Requests", and "Contact Us". The "Student Records Requests - Links" section contains a list of request types. A purple arrow points to the "Request Temporary Withdrawal" link.

Student Records Requests - Links
Links allowing you to make Student Records requests, such as Temporary Withdrawals.
Request Temporary Withdrawal
Request Accreditation of Prior Learning - AP(e)L
Request a Course Transfer
Request Change of Mode of Attendance
Request a Change of Study Location
Request a Voluntary Year Out
Request an Extension
Request an Authorised Absence
Request a PGA/PG Cert Upgrade
Request a Permanent Withdrawal

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You will now see the form to request a TWD.

Please ensure that you have spoken to your Department before submitting this request.

WARWICK
Student Records (SITST)

My data | My Student Finance | Student Records Requests | Contact Us

Temporary Withdrawal Request - Student Data

This form is used to request a Temporary Withdrawal from your course at Warwick.
Please ensure that you have spoken to your Department before submitting this request. If you are having difficulties with your course for any reason, a wide range of student support services are offered by the University. Full details may be found online at <http://so.warwick.ac.uk/supportservices>

Student Number* 1699997

Student Name* GEORGE WEASLEY

Date of Birth* 23/Feb/1996

Student Course* TIBS-LN1J Finance and Economics

Student Department* Warwick Business School

Last Date of Attendance* Date Month Year
[] [] []

Expected Date of Return* Date Month Year
[] [] []

Temporary Withdrawal Reason* Please Select []

Please provide further details on the reason for the temporary withdrawal request in the text area provided below.

Further Details

Please upload evidence to support the request for a temporary withdrawal (max size 2MB).

Your personal and course details have been auto-completed (grey boxes)

If you are a Tier 4 Visa holder an information banner is shown here.
Please read this and follow the advice given.

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Tier 4 Visa Information

If you currently hold a Warwick Tier 4 student visa, temporary withdrawal from your course will affect your permission to remain in the UK.

The University will be required to report your temporary withdrawal to the Home Office UK Visas and Immigration (UKVI) to inform them that we have stopped sponsoring you. Following this report, you will be expected to leave the UK (or switch to a different immigration category/Tier 4 sponsor) as soon as you practically can, and usually within a couple of weeks. Your current Tier 4 visa will be curtailed (cut short), in due course, and will become invalid as soon as you leave the UK. In order to return to the UK to resume your studies, you would need to request a new CAS and apply for a new Tier 4 visa from your home country.

All international students who wish to apply for a temporary withdrawal from their course are strongly advised to read the information on the Immigration Service website at <http://www2.warwick.ac.uk/study/international/immigration/tier4changes/>.

Student Number* 1699999

Student Name* CHO CHANG

Date of Birth* 23/Apr/1998

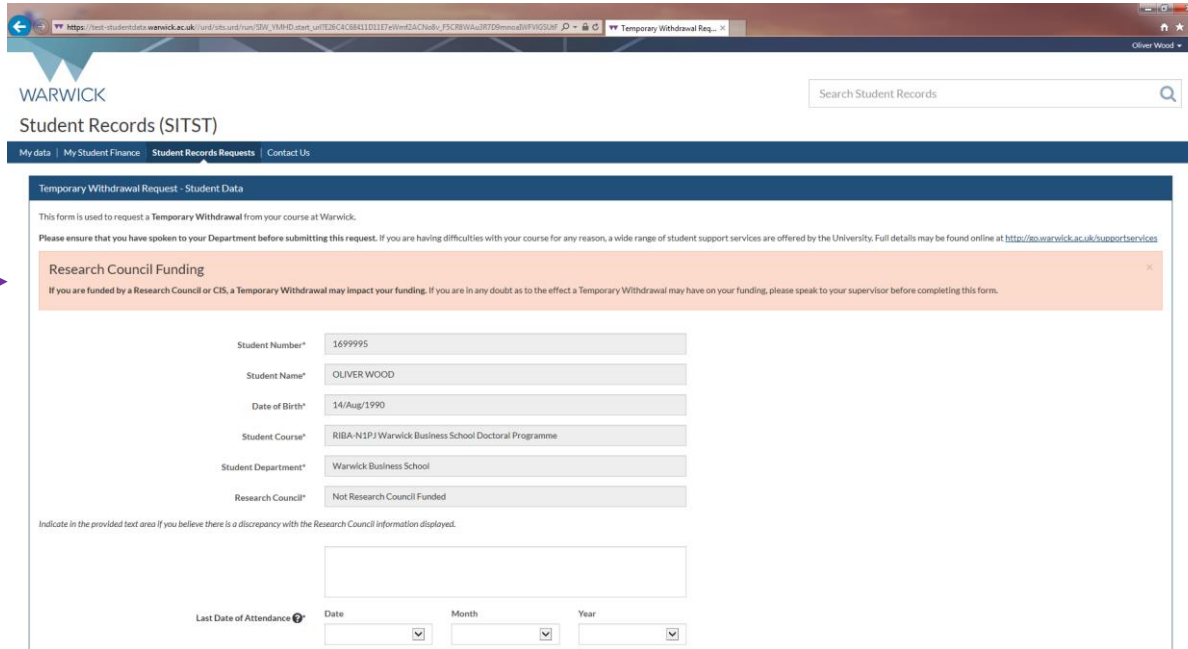
Student Course* UIBA-MN31 Law and Business Studies (Three-Year)

Student Department* Warwick Business School

Last Date of Attendance ⓘ Date Month Year
[] [] []

Expected Date of Return ⓘ Date Month Year
[] [] []

If you are a research student an information banner is shown here.
Please check any funding impacts before proceeding.



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My data | My Student Finance | Student Records Requests | Contact Us

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Please ensure that you have spoken to your Department before submitting this request. If you are having difficulties with your course for any reason, a wide range of student support services are offered by the University. Full details may be found online at <http://so.warwick.ac.uk/supportservices>

Research Council Funding
If you are funded by a Research Council or CS, a Temporary Withdrawal may impact your funding. If you are in any doubt as to the effect a Temporary Withdrawal may have on your funding, please speak to your supervisor before completing this form.

Student Number* 1699995

Student Name* OLIVER WOOD

Date of Birth* 14/Aug/1990

Student Course* RIBA-NIPJ Warwick Business School Doctoral Programme

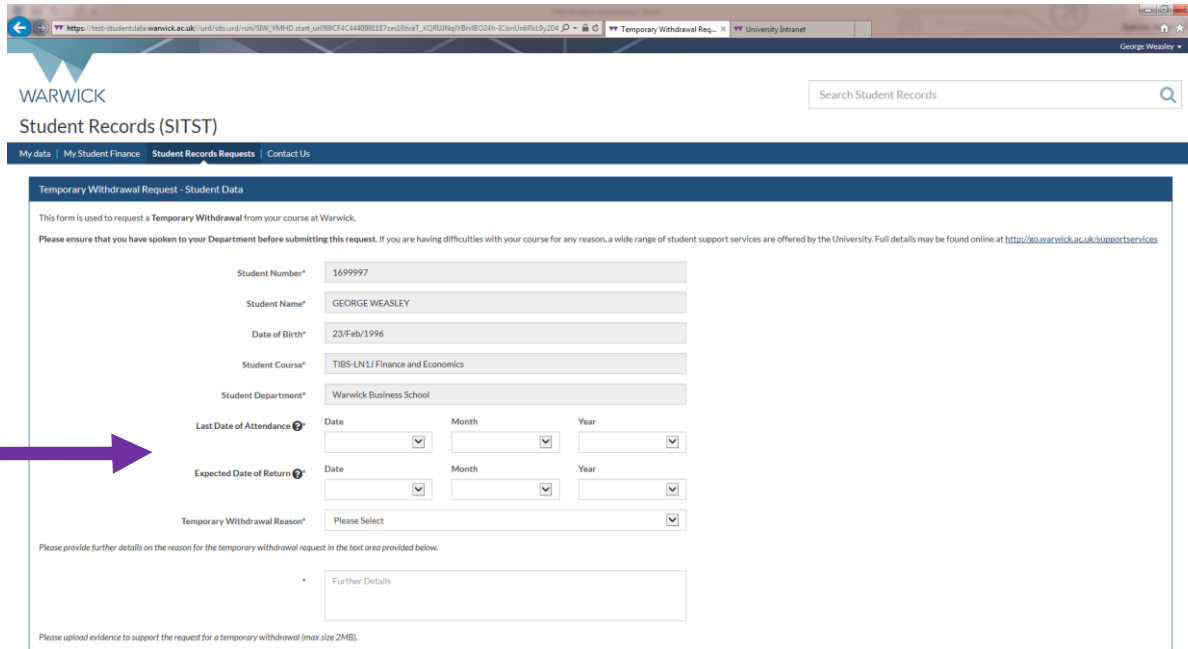
Student Department* Warwick Business School

Research Council* Not Research Council Funded

Indicate in the provided text area if you believe there is a discrepancy with the Research Council information displayed.

Last Date of Attendance* Date Month Year

You now need to complete your 'last date of attendance' and 'expected date of return', using the drop down arrows



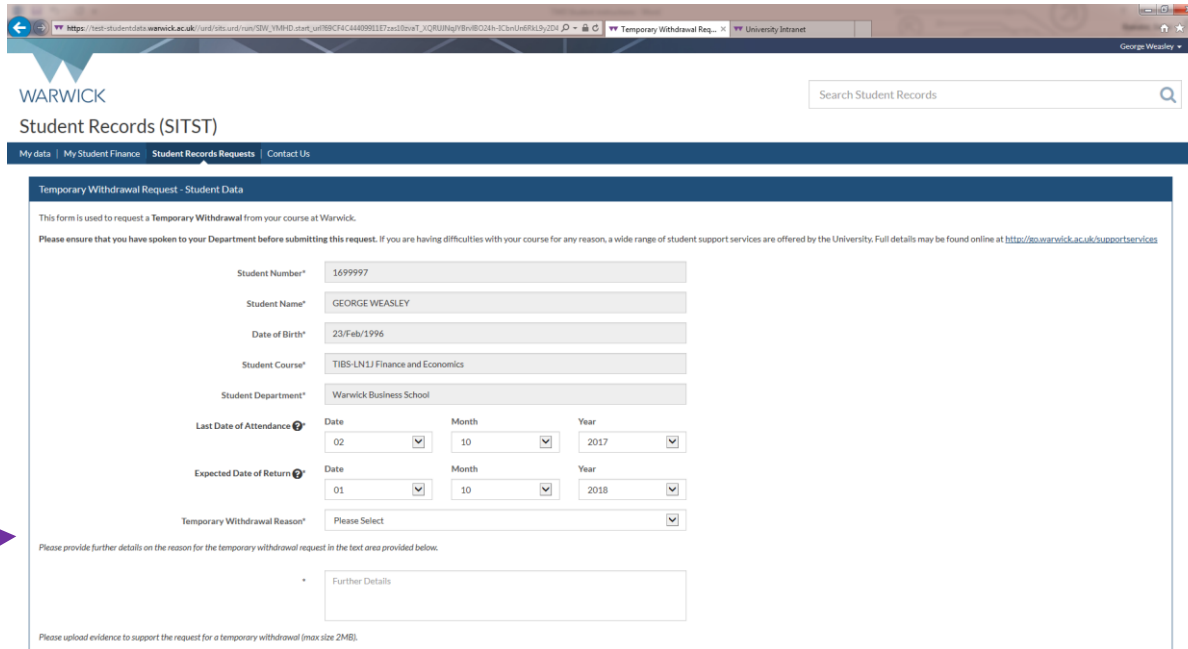
The screenshot shows a web browser window displaying the Warwick Student Records (SITST) Temporary Withdrawal Request form. The browser address bar shows the URL: https://test-studentdata.warwick.ac.uk/and/sits/and/sim/3M/1MHD_start_wt/9RCF4440961E7zas3tvt_TQRUINqY18w@C04h-3CenUn6P6L5J2M. The page title is "WARWICK Student Records (SITST)". The navigation menu includes "My data", "My Student Finance", "Student Records Requests", and "Contact Us". The form is titled "Temporary Withdrawal Request - Student Data" and contains the following fields:

- Student Number*: 1699997
- Student Name*: GEORGE WEASLEY
- Date of Birth*: 23/Feb/1996
- Student Course*: TIBS-LN1J Finance and Economics
- Student Department*: Warwick Business School
- Last Date of Attendance*: Date (Month, Year) with a question mark icon.
- Expected Date of Return*: Date (Month, Year) with a question mark icon.
- Temporary Withdrawal Reason*: Please Select

Below the form, there is a text area for "Further Details" and a note: "Please provide further details on the reason for the temporary withdrawal request in the text area provided below." At the bottom, it says: "Please upload evidence to support the request for a temporary withdrawal (max size 2MB)." A purple arrow points to the question marks next to the "Last Date of Attendance" and "Expected Date of Return" fields.

*Hovering over the question marks will give you hints

Now choose the reason for your TWD, using the drop down arrow.
Also, provide further details in the box provided.



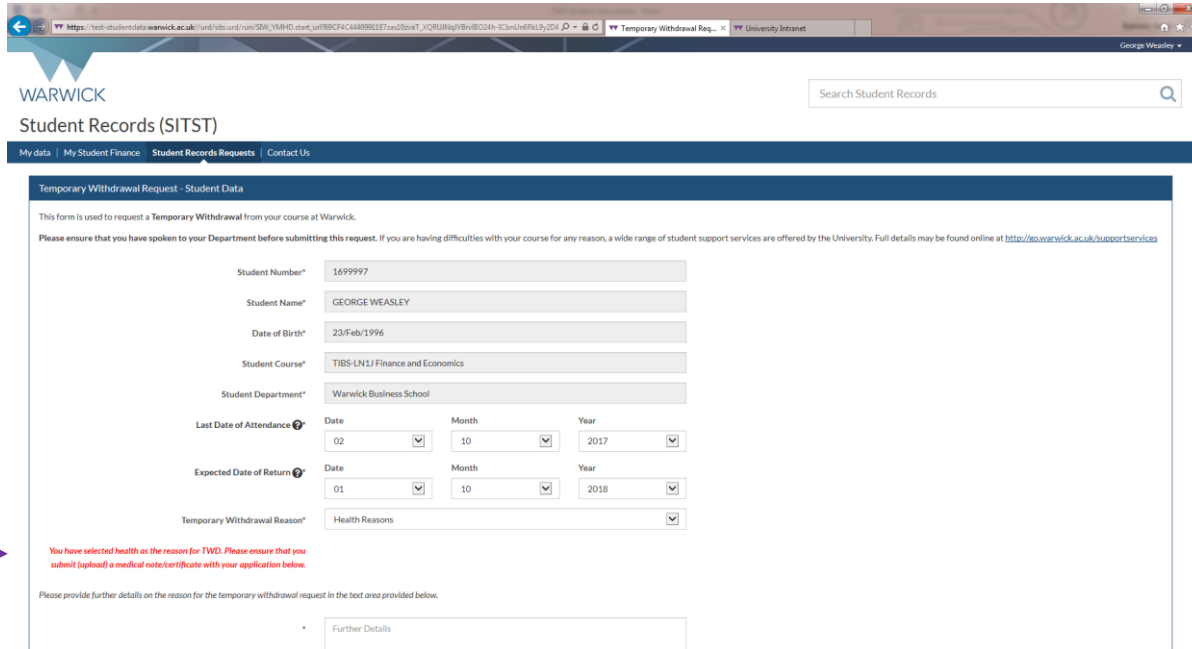
The screenshot shows a web browser window displaying the Warwick University Student Records (SITST) Temporary Withdrawal Request form. The browser address bar shows the URL: https://test-studentdata.warwick.ac.uk/and/sits/and/num/30M/3/PHD_start_w/189CF4C4440961E72a323vvt_1QRUHQqY8w@C04h-3CenUn6P6L5yZD4. The page title is "WARWICK Student Records (SITST)". The navigation menu includes "My data", "My Student Finance", "Student Records Requests", and "Contact Us".

The form is titled "Temporary Withdrawal Request - Student Data". It contains the following fields:

- Student Number*: 1699997
- Student Name*: GEORGE WEASLEY
- Date of Birth*: 23/Feb/1996
- Student Course*: TIBS-LN1J Finance and Economics
- Student Department*: Warwick Business School
- Last Date of Attendance*: Date (02), Month (10), Year (2017)
- Expected Date of Return*: Date (01), Month (10), Year (2018)
- Temporary Withdrawal Reason*: Please Select

Below the form, there is a text area for "Further Details" and a note: "Please provide further details on the reason for the temporary withdrawal request in the text area provided below." and "Please upload evidence to support the request for a temporary withdrawal (max size 2MB)." A purple arrow points to the "Temporary Withdrawal Reason" dropdown menu.

If you chose 'Health Reasons', a red reminder will appear prompting you to upload a medical note/certificate.
To upload documents scroll to the bottom of the screen.



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Student Records (SITST)

My data | My Student Finance | Student Records Requests | Contact Us

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Student Number*	1699997		
Student Name*	GEORGE WEASLEY		
Date of Birth*	23/Feb/1996		
Student Course*	TIBS-LN1J Finance and Economics		
Student Department*	Warwick Business School		
Last Date of Attendance*	Date	Month	Year
	02	10	2017
Expected Date of Return*	Date	Month	Year
	01	10	2018
Temporary Withdrawal Reason*	Health Reasons		

You have selected health as the reason for TWD. Please ensure that you submit (upload) a medical note/certificate with your application below.

Please provide further details on the reason for the temporary withdrawal request in the text area provided below.

Further Details

You will need to have already scanned and saved your document to your computer
Browse the computer and select the document

https://test-studentdata.warwick.ac.uk/... Temporary Withdrawal Req... University Intranet

Last Date of Attendance

Expected Date of Return

Temporary Withdrawal Reason*

You have selected health as the reason for TWD. Please ensure that you submit (upload) a medical note/certificate with your application below.

Please provide further details on the reason for the temporary withdrawal request in the text area provided below.

Further Details

Please upload evidence to support the request for a temporary withdrawal (max size 2MB).

In order to upload evidence you first need to click on the 'Browse My Computer' button to select a file from your device and then click on the 'Upload' button to upload your document.

File uploader

Use the browse button to select files and then press the upload button to submit them.

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The document will appear but will not be uploaded until you click here.

You can also describe the contents of the document, if the file title is not obvious (do this before clicking upload)

You have selected health as the reason for TWD. Please ensure that you submit (upload) a medical note/certificate with your application below.

Please provide further details on the reason for the temporary withdrawal request in the text area provided below.

Further Details

Please upload evidence to support the request for a temporary withdrawal (max size 2MB).

In order to upload evidence you first need to click on the 'Browse My Computer' button to select a file from your device and then click on the 'Upload' button to upload your document.

File uploader

Use the browse button to select files and then press the upload button to submit them.

Browse My Computer Upload

medical certificate.docx (11 kb) Delete

File Status	Awaiting Upload
Description	

Back Submit Request

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You can now see that your file has been successfully uploaded

Student Records (SITST)

My data | My Student Finance | Student Records Requests | Contact Us

submit (upload) a medical note/certificate with your application below.

Please provide further details on the reason for the temporary withdrawal request in the text area provided below.

Further Details

Please upload evidence to support the request for a temporary withdrawal (max size 2MB).

In order to upload evidence you first need to click on the "Browse My Computer" button to select a file from your device and then click on the "Upload" button to upload your document.

File uploader

Use the browse button to select files and then press the upload button to submit them.

Browse My Computer Upload

medicalcertificate.docx (11 kb) Delete

File Status Successfully Uploaded 100%

Back Submit Request

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Press here to submit your completed request

Click Finish

The screenshot shows a web browser window with the URL https://test-studentdata.warwick.ac.uk/and/sitst/and/run/SIM_TIQ. The page header includes the Warwick logo and the text "Student Records (SITST)". A search bar labeled "Search Student Records" is located in the top right. A navigation bar contains links for "My data", "My Student Finance", "Student Records Requests", and "Contact Us". The main content area features a blue header with the word "Complete" and a message: "Your request has been successfully sent and will be processed in due course." Below this message is a prominent blue button labeled "Finish". A purple arrow originates from the text "Click Finish" and points directly to the "Finish" button.

You are taken back to your student requests page, where you can now see a progress bar indicating the different stages of the process and tracking the progress of your request.
You will be able to check this at any time whilst your request is being processed.

The screenshot displays the Warwick Student Records (SITST) website. At the top, there is a search bar labeled "Search Student Records" and a navigation menu with links for "My data", "My Student Finance", "Student Records Requests", and "Contact Us". The main heading is "Student Records Requests". Below this, a section titled "Temporary Withdrawal Request Progress" contains a progress bar with four stages: "Form Submitted 2/9/2017" (completed), "Department Process Form" (in progress), "Student Records Process Form" (pending), and "Decision Made" (pending). Below the progress bar, there are two sections: "Student Records Requests - Messages" which shows "You have no messages!" and "Student Records Requests - Links" which lists "Request Temporary Withdrawal" and "Request Accreditation of Prior Learning - AP(6)L".