York St John University **Registry**

Quittance Form

QA Ref: STU22; Maintained by: Registry; Last updated: June 2008

GUIDANCE NOTES

This document is to be completed by any student at the end of their course.

When all the necessary signatures have been obtained the form should be returned to Registry at the Student Advice Reception, Holgate Student Centre, Lord Mayors Walk, York YO31 7EX.

Please note

1. Attendance at graduation ceremonies is not permitted for those who are in debt to the University.
2. The Accommodation Service deals with matters relating to University accommodation.

1 About you

Surname		Student ID	
Other Names		Date of Entry	
Programme		Last Date of Attendance	
Address for Future Correspondence			

2 University commitments

Please obtain all the signatures below to confirm that all outstanding commitments to the University have been fulfilled.

Library Signed _____ Date _____

Name _____

Finance Signed _____ Date _____

Name _____

Accommodation Office If you are in University maintained accommodation please inform the Accommodation Office that you are leaving the University. If you move out without the proper notification you may be liable for additional charges.

3 Declaration

Student's signature _____ Date _____