

Notification of Withdrawal from Programme

QA Ref: STU9i; Maintained by: Registry; Last updated: May 2007

GUIDANCE NOTES

If you wish to withdraw from your programme of study you should ensure that you have discussed your intentions with your Head of Subject and with a representative of Student Services. It is important that the University establishes that there are not means of supporting you to continue your studies.

If you then decide to withdraw, please complete the form below.

The form requires the signatures of Student Services and the Head of Subject to indicate that appropriate consultation has taken place. Signatures are also required from the Library and the Finance Office to confirm that any University commitments have been met. If you are

in University accommodation, you are asked to contact the Accommodation Office.

Withdrawing from your course has financial implications. You will be charged pro rata for the length of your course. (Please refer to the Rights, Rules & Responsibilities booklet for further details.) If you qualify for an Aspiration Bursary this will also be pro-rated. If you applied to your Local Authority you are required to complete a Change of Circumstances form (CO1). Please visit the Student Finance Direct website on www.studentfinancedirect.ac.uk

The completed document is to be returned to the Registry, at the address below.

1 About you

Name		Student ID	
Programme of Study		Year of Programme	
LEA		Student Support Number (if known)	
Address for Future Correspondence			

2 Date left

My last date of attendance was - - - - / - - - - / - - - -
 Day / Month / Year

3 Reason for leaving

Please circle the explanation/s that best describe your circumstances

- Personal or family reasons
- Health reasons
- Financial difficulties
- Transfer to another Institution (please attach copy of unconditional offer letter)
- Offer of employment
- Dissatisfaction with the programme or the University (please supply further details below)
- Other (please supply further details below)

3 Student Services

Please obtain a signature from a representative of Student Services to confirm that you have discussed your situation, been advised of the options available to you and the possible repercussions of withdrawal.

Signed _____ Date _____
Name _____ SSWD1 Completed

4 University commitments

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

Head of Subject Signed _____ Date _____
Name _____

Confirmation of last date of attendance (Section 2)

Library Signed _____ Date _____
Name _____

Student Finance Team Signed _____ Date _____
Name _____ YSJ Bursary
eligible £ _____
received £ _____

Finance Signed _____ Tuition Fee £ _____
Name _____ Date _____

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

5 Declaration

I confirm my intention to withdraw from the University and terminate my studies, and understand the financial implications.

Signed _____ Date _____

When completed and all signatures obtained, this document should be returned to:

**Registry
Information & Student Administration
York St John University
Lord Mayor's Walk
York
YO31 7EX**