

Notification of Presumed Withdrawal

QA Ref: STU9ii; Maintained by: Registry; Last updated: October 2006

GUIDANCE NOTES

Should the Faculty have reason to believe that a student has not been in attendance on his or her programme and might be presumed to have withdrawn, the Faculty Administrator or Head of Subject should inform Registry using this Presumed Withdrawn Form, with the student ID, programme name, reason for leaving (if known) and date left completed.

This form is to be returned to Registry. Upon receipt, we will then write to the student enclosing a blank Notification of Withdrawal Form and indicating that if no response has been received within a

specified period the student will be deemed to have withdrawn. We will then carry out our established administrative procedures, i.e. the student's Local Education Authority, Student Loan Company or other funding body will be notified in writing specifying the last known date of attendance.

Should such a student respond that he or she is still in attendance we will notify the Faculty and Programme with a view to calling a Standards Review meeting to investigate the student's non-participation.

1 About the student

Name		Student ID	
Programme of Study		Year of Programme	
Date left			

2 Reason for leaving

Please circle the explanation/s that best describe the student's circumstances, if known.

- 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 Completed by

Signed _____ Date _____
Name _____

When completed this document should be returned to Registry.