|  |  |
| --- | --- |
| **Notification of Withdrawal from Programme**  **(Degree Apprenticeships)** | York St John University logo |

# Guidance notes

**Course leaders should call a tripartite discussion with the WBLT, apprentice and employer to discuss the withdrawal and its implications before this form is completed.**

**Please read the guidance on withdrawing and funding rules, found at the end of this form.**

Further information on withdrawing can be found on the Student web pages at: [Withdraw from your course | York St John University (yorksj.ac.uk)](https://www.yorksj.ac.uk/students/policies-and-documents/withdraw-from-your-course/)

Also be aware of ESFA funding rules, a guide to which can be found here: [Apprenticeship funding rules - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/apprenticeship-funding-rules)

*If a learner has been dismissed from their place of work, the form should be sent directly to the employer by the work-based learning tutor.*

# Part 1 – to be completed by the Work-Based Learning Tutor

|  |  |
| --- | --- |
| Please use the space below to give any further information regarding the withdrawal | |
|  | |
| Work-based learning tutor name |  |
| Work-based learning tutor email |  |
| Signature |  |
| Date |  |

Please send this form to the learner to complete Part 2.

# Part 2 – to be completed by the learner

## About You

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Student ID |  |
| Programme of Study |  | Year of Programme |  |
| Address for future correspondence |  | | |
| My **exact** last day of attendance/active study, as detailed in my OTJ log (in format DD/MM/YYYY)\* | | |  |
| My **exact** OTJ hours (this must be accurately recorded in your OTJ log) | | |  |

\* This is either the last day you attended, submitted a piece of work, or showed substantial online engagement with a YSJU academic forum such as Moodle

## Your reason for leaving

Please place an ‘X’ in the box that best describes the explanation/s for your circumstances.

|  |  |
| --- | --- |
| **‘X’** | **Reason for leaving** |
|  | Personal or family reasons |
|  | Medical reasons  ☐ Mental Health |
|  | Financial difficulties |
|  | Transfer to another institution |
|  | Offer of employment |
|  | Dissatisfaction with the programme or the University (please supply further details below) |
|  | Other (please supply further details below) |
|  | |

## Learner declaration

Please place an ‘X’ in each box to confirm that you have completed the following actions:

|  |  |
| --- | --- |
| **‘X’** | **Action** |
|  | I confirm my intention to withdrawn from the University and terminate my studies. |
|  | I have obtained the advice and guidance I need to make this decision and fully understand the implications of withdrawing. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed by Head of Apprenticeships** |  | **Date** |  |

Please send this form to your line manager to complete Part 3.

# Part 3 – To be completed by the employer

## Employer declaration

|  |  |  |
| --- | --- | --- |
| Is the learner withdrawing because their employment has been terminated? Y/N | |  |
| Please use the space below to give any further information regarding the withdrawal | | |
|  | | |
| Employer name |  | |
| Signature |  | |
| Date |  | |

Once this section is complete, please send it to the work-based learning tutor (email address above). They should check the information, including the evidence for the last date of engagement and OTJ hours, and send the form to the course/ programme lead.

# Part 4 – To be completed by the Associate Head/Dean or Course/Programme Lead

## Associate Head/Dean or Course/Programme Lead Declaration

I confirm that the above student was invited to a consultation, and I agree with their last date of attendance.\*

|  |  |
| --- | --- |
| Name |  |
| Role |  |
| Signature\* |  |
| Date |  |

\*This signature is to confirm the student’s last date of attendance is correct and that the appropriate consultation has been offered to the student – it does not mean that the member of staff is in agreement with the student on their reasons for withdrawing (e.g. dissatisfaction with the University)

**When completed this document should be either scanned and emailed to:** [**studentrecords@yorksj.ac.uk**](mailto:studentrecords@yorksj.ac.uk)