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**Notes on Completing the Withdrawal Form**

**Who should complete the withdrawal form?**

This form is for the use of both undergraduate and taught postgraduate students. It should only be completed by students who are withdrawing from the university **voluntarily** and not by students who have been required to leave either because of examination failure or for disciplinary reasons. It should also be used by students who wish to transfer from Queen Mary to a degree programme that is being offered by another institution. If you are considering transferring to another University you should consider contacting the Admissions Office at that university for advice about their procedures.

Withdrawal from the university will result in the permanent end of your studies at Queen Mary. If you wish to retain the possibility of re-starting your studies you should complete the interruption form and not the withdrawal form.

**Actions to take before completing the form?**

Students must speak to the appropriate person in their School/Institute (Student Support Officer (or equivalent), Senior Tutor or Personal Tutor/Academic Advisor) before completing this form and once the form is completed obtain the signature of the authorised approver for withdrawals in the School/Institute.

Check how withdrawing or transferring institutions will affect your current and future funding entitlement, and your tuition fee liability. If you are an international student, check how it will affect your permission to stay in the UK. Not all situations are the same, so our detailed online advice guides explain how you will be affected, depending on your personal circumstances: - [www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/](http://www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/)

If, having read this guidance, you need more advice, please contact the Advice and Counselling Service for confidential one to one advice.

**Information for Tier 4 visa holders**

Students who hold a Tier 4 visa will no longer be able to remain in the UK after they have withdrawn from the university.

For detailed advice about how your current and future immigration permission to stay in the UK will be affected see:

[www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/](http://www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/)

**Who will be informed of the withdrawal/transfer to another institution?**

The university will be required to inform the Student Loans Company, the organisation funding or sponsoring your studies, UK Visa and Immigration and Transport for London.

**What is the deadline for submission of the withdrawal form?**

Please be aware that for most programmes there are two deadlines for submission of the withdrawal form. These are the day before the assessment period in January and the day before the assessment period in May. If you miss these deadlines you will normally have to be entered for examinations/assessment and would need to talk to your School/Institute about submitting extenuating circumstances if you are unable to attend/submit work. Where the deadline has been missed your withdrawal request will still be processed but your last date of attendance will have to be recorded as the end of the January assessment period/the end of the academic year.

If you have only narrowly missed the withdrawal form submission deadline and feel that there have been exceptional circumstances that have affected your ability to submit the form please discuss this with your School/Institute or with Student Records.

The submission deadline will vary for a small number of programmes including MBBS, BUPT, Nanchang, Northwestern, PGDip Endocrinology and those programmes which do not follow the standard academic calendar. Please seek advice from your School/Institute or from Student Records if you are unsure of the deadline for submission of the form. Postgraduate students are also able to attend the May assessments and to withdraw prior to commencing their Project/Dissertation period.

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# WITHDRAWAL FORM

**(Undergraduate and Taught Postgraduate students)**

* Before completing the form students are required to read the ‘Notes on Completing the Withdrawal Form’
* Complete this form only if you are withdrawing permanently from the university or transferring to another institution.
* Check how withdrawing or transferring institutions will affect your current and future funding entitlement, and your tuition fee liability. If you are an international student, check how it will affect your permission to stay in the UK. Detailed guidance is available: [www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/](http://www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/)
* You must discuss the withdrawal with your School/Institute and obtain the name and signature of the authorising person.
* **Please complete form in clear block capitals and return it to your School/Institute for approval. If a form is not completed fully, it may not be possible to process it.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First Name:** |  |  |  |  |  |  |  |  |  |
| **Family name:** |  | | | | | | | | |
| **Student ID Number :** |  |  |  |  |  |  |  |  |  |
| **School/Institute:** |  |  |  |  |  |  |  |  |  |
| **Programme of study:** |  |  |  |  |  |  |  |  |  |

I am withdrawing permanently from Queen Mary, University of London and wish to withdraw from all modules/assessments for which I am registered. My last date of attendance on the programme of study was as follows (Please note – this is the date you stopped attending/engaging with the programme and students remain liable for tuition fees up to their last date of attendance):

\_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_ \_\_\_

The date you withdraw can have a significant effect on your fee liability. This applies to students receiving a tuition fee loans and to self-paying students. Please refer to the notes accompanying this form for links to further information.

Please provide below a short explanation of the reason(s) for withdrawing from the university; attach additional sheets and copies of any relevant documents or correspondence as necessary.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Leaving**

**Indicate your primary reason for leaving by ticking one of the following:**

|  |  |  |
| --- | --- | --- |
| **TICK BOX** |  |  |
|  | 1. Health reasons | a. Mental Health Issues / Emotional wellbeing |
|  | b. Health issues relating to disability |
|  | c. Other health issues |
|  | 2. Financial Reasons | a. Cost of living (in London) too high/unable to cover living costs |
|  | b. Unable to pay tuition fees |
|  | c. My financial circumstances have changed since starting the course |
|  | d. Decided the course / university is not value for money |
|  | e. Could not find paid work / could not manage work alongside studies |
|  | f. Other financial reasons |
|  | 3. Other Personal | a. Not enjoying living in London |
|  | b. Course is not what I expected/not enjoying the course |
|  | c. Finding the course too difficult |
|  | d. Decided university is not for me at the moment |
|  | e. Unhappy with Queen Mary University of London (please provide a fuller explanation in the free-text section of this form) |
|  | f. Unhappy with residential living arrangements |
|  | g. Family commitments |
|  | h. Not settled in well / homesick |
|  | i. Pregnancy / maternity |
|  | j. Gender reassignment |
|  | k. Other personal reasons |
|  | 4. Employment | a. Leaving course to go into employment |
|  | 5. Transferred to other Institution | a. Transferred to other institution to study a completely different course |
|  | b. Transferred to other Institution to study a similar course |

**If you are transferring to a new Institution please provide the following details where these are known.**

|  |  |
| --- | --- |
| **Institution:** |  |
| **Programme of study:** |  |

**ALL STUDENTS: PLEASE SIGN AND DATE THIS FORM TO INDICATE CONSENT FOR PERMANENT WITHDRAWAL FROM YOUR STUDIES**

**Tick Box**

I have soughtacademic advice from my School/Institute prior to signing this form and the

School/Institute has signed the form below.

I have read and understood the guidance on how withdrawing will affect my current and future funding entitlement and tuition fee liability

**International students in the UK on Tier 4 visas:**

I understand that the university will notify the UK Visa and Immigration that I have withdrawn from the university and I have read and understood the guidance on how withdrawing will affect my current and future UK immigration permission.

**Student signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_

**For university use only**: Please indicate here if there is any other information that Registry would need in order to process the form. By signing the form Schools/Institutes are confirming that all data supplied by the student is accurate to the best of their knowledge. If any of the data the student has provided requires any amendment please state this here.

**School/Institute authorisation**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_