

UNIVERSITY OF WESTMINSTER

Withdrawal from Studies Form 2018/19

This form is for fully enrolled students who wish to withdraw from their studies completely.

Please read the guidance notes attached to this form before completing it.

Name		Student ID Number	
Course		Date of birth	
Address		Telephone number	
		Personal email	

Please note: The date you withdraw can have a significant effect on the amount of money you may need to pay for your tuition fees and on the amount of any fee refund you may be eligible for. This applies to students receiving a Student Loans Company (SLC)/Student Finance England (SFE) Tuition Fee Loan as well as to students paying their own fees.

If you are an international student on a Tier 4 visa, your visa status in the UK will be affected if you withdraw.

Reason for withdrawing (please tick one box):			Study/academic issues	
Domestic (personal/family issues)	<input type="checkbox"/>	Financial	Other	<input type="checkbox"/>
Professional	<input type="checkbox"/>	Health	Not prepared to say	<input type="checkbox"/>
Are you transferring to another university? (Please delete as appropriate)				Yes / No
Course		Institution		

Tell us about your experience at Westminster (Note: These are optional, but your responses will give us valuable feedback.)	
1. Are you the first person in your immediate family to attend a University?	Yes / No
2. Was the University of Westminster your first choice?	Yes / No
3. Was the course your first choice?	Yes / No
4. Has Westminster met your expectations? Please circle a number (10=expectations fully met, 1=expectations not met)	1 2 3 4 5 6 7 8 9 10
5. Could we have done anything better?	

Signatures

Student			
I have sought academic advice from my Personal/Course Tutor. I have also discussed any fee or SLC/SFE funding issues with Student Advice or the Registry Office.			
International students in the UK on Tier 4 visas: I understand that the University will notify the Home Office of my discontinuation of studies. I have discussed the visa consequences of my withdrawal with Student Advice.			
Signature		Date	

Staff			
Either: I have provided information about any fee or SLC/SFE funding issues/ Visa issues.			
Or: I certify that the student has ceased to attend the course without formally notifying the Registry Office.			
Signature		Date	

Withdrawal from Studies Form 2018/19: Important information

If you're thinking of withdrawing from your course, please ensure that you have spoken to Student Advice and/or your Registry Office so that you are aware of any fee or Student Loans Company (SLC)/Student Finance England (SFE) funding issues or visa issues before you leave.

If you then decide to withdraw, please:

- Complete this form fully and contact your Personal/Course Tutor for academic advice.
- Contact your Registry Office.
- Return any library materials, otherwise you will be charged for their cost (please see the refund policy below).
- Notify Student Finance England or your funding body of your withdrawal from studies. We will also notify Student Finance England of your change of circumstances.
- **International students in the UK on Tier 4 student visas:** please note that we will notify the Home Office of your discontinuation of your studies – please see further information below.
- Provide feedback on your experience at Westminster on this form.

Note: If you withdraw and later wish to return, you will have to re-apply for admission.

Refunds of fees for 2018/19 are subject to completion of this withdrawal form. The cost of any items of University property (EG equipment or library books) that you have not returned will be deducted from any refund due.

International students on Tier 4 Visas

If you withdraw from your course, the University of Westminster is obliged to notify the Home Office of your withdrawal. This will result in your visa being curtailed (cut short). You are strongly advised to consult Student Advice about the consequences of your withdrawal before you submit this form.

Undergraduate students receiving funding from Student Finance England

When you withdraw from your course, the Registry will notify Student Finance England (SFE) of your change in circumstances. Your student finance will be reassessed from the date of your withdrawal. You are not eligible for any student finance once you have withdrawn. If you are withdrawing part way through a term, this will normally result in an overpayment of maintenance grant and/or loan which Student Finance England will seek to recover from you. The date you withdraw can therefore have a significant impact on your funding entitlement and may leave you owing money to SFE. For more information about how your current and future funding eligibility will be affected by your withdrawal, please contact Student Advice.

Student Advice

Please make sure that you consult Student Advice about the fees, student finance or visa consequences of your decision to withdraw.

Contact Student Advice at:

E: studentadvice@westminster.ac.uk

T: 020 7911 5000 ext 66080

You can also visit the Student Advice team in person, at:

Student Affairs
First Floor
101 New Cavendish Street
London W1W 6XH

Please telephone first to check availability or book an appointment.

Note to Registry Offices:

Please encourage students to seek advice from their tutors and the support services. When a student withdraws from their studies, they must try to obtain a signature from Student Advice. An authorised person* may sign the form if it is not practicable to obtain a signature from Student Advice, ensuring that relevant fee and SLC/SFE and Visa implications have been discussed. He/she may also sign the form to process the withdrawal of students who have ceased to attend without notifying the Registry Office.

*Authorised persons include the School Manager, Registry Office Manager and Assessment Officers.

Please retain the original form in the Registry Office, supplying one copy each to:

- the student
- Finance Department

Fee liability and fee refund policies

Undergraduate Students (full time and part time)			
Withdrawal date	Annual Fee Liability for students receiving a tuition fee loan paid by the SLC/SFE	Annual Fee Liability for non-SLC/SFE funded students	
Within first 14 calendar days after enrolment in person or the end of the first week of teaching, whichever is the later date	0% (Fee loan instalment will be returned to the SFE/SLC)*	0% (Any fees paid will be returned in full)	Students who choose to withdraw within the first 14 calendar days after enrolment are able to receive a full refund of any tuition fees paid.
15 calendar days after enrolment to 18 th January	25% of year's fee	25% of year's fee	From the 15 th calendar onwards, only payments made above the stated liability at the point of withdrawal are refundable. SFE/SLC fee loan Students: Any fee loan instalment paid by SFE/SLC which exceeds the amount you are liable for will be sent back to the SLC Non-SLC/SFE funded students: Students who are not funded by the SLC/SFE are able to request a refund for any amount paid above the liabilities listed.
19 January to 19 April	50% of year's fee	50% of year's fee	
20 April onwards	100% of year's fee	100% of year's fee	

*Even though the University will not charge you fees for this period, Student Finance England will count your short enrolment on the course as a year's previous study. Your future funding will be affected. Contact Student Advice for further information.

NOTE: For fee liability purposes the Master of Architecture (RIBA II) and GDL courses are considered under the UG fee liability and refund policy

Postgraduate Taught Students (full time and part time)			
Autumn Enrolment	Spring Enrolment	Annual Fee Liability	
dates for students who enrol in Autumn	dates for students who enrol in Spring		
Within first 14 calendar days after enrolment in person or the end of the first week of teaching, whichever is the later date	Within first 14 calendar days after enrolment in person or the end of the first week of teaching, whichever is the later date	0% (Any fees paid will be returned in full)	Students who choose to withdraw within the first 14 calendar days after enrolment are able to receive a full refund of any tuition fees paid. From the 15 th calendar onwards, only payments made above the stated liability at the point of withdrawal are refundable.
15 calendar days after enrolment to 18 January	15 calendar days after enrolment to 15 April	33% of year's fee	
19 January to 19 April	16 April to 16 September	66% of year's fee	
20 April onwards	17 September onwards	100% of year's fee	

Postgraduate Research/Doctoral Students

Fee Liability for Doctoral students is calculated pro-rata. This means that for any student who withdraws 14 days after enrolment, their liability will be calculated on a monthly basis. E.g. A student that enrolls in September but withdraws in December, will be liable for 3 months of their total tuition fee.