

# UNIVERSITY OF WESTMINSTER

## Withdrawal from Studies Form 2019/20

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.

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

<b>Tell us about your experience at Westminster</b> (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

<b>Student</b>			
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.			
<b>International students in the UK on Tier 4 visas:</b> 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.			
<b>Signature</b>		<b>Date</b>	

<b>Office use only:</b>			
Form processed by:			
<b>Print name</b>		<b>Date</b>	

## Withdrawal from Studies Form 2019/20: Important information

If you're thinking of interrupting your course, please ensure that you have spoken to your Personal Tutor and Registry about the impact on your academic record. You should also speak to Student Advice so that you are aware of any fee or Student Loans Company (SLC)/Student Finance England (SFE) funding 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.
- Return the form to 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 2019/20 are subject to completion of this withdrawal form. The cost of any items of University property (E.g. 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.

### Registry Office:

Your form should be returned to your Registry Office. Contact details and opening hours of each Registry can be found on the Student Hub: <https://www.westminster.ac.uk/current-students/support-and-services/registry-offices>.

### Student Advice

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

E: [studentadvice@westminster.ac.uk](mailto:studentadvice@westminster.ac.uk)

T: 020 7911 5000 ext 66080

Please telephone first to check availability or book an appointment.

#### Note to Registry Offices:

Please encourage students to seek advice academic advice from their tutors, and funding and visa advice from Student Advice.

Please retain the original form in the Registry Office.

## Fee liability and fee refund policies

<b>Undergraduate Fee Liability</b>			
<b>Period Description</b>	<b>Autumn Enrolment</b> dates for students who enrol in Autumn	<b>Annual Fee Liability for Student Loan funded students</b> paid for by the SLC	<b>Annual Fee Liability for non-SLC funded students</b>
<b>First Semester</b> After Enrolment and before the start of the second term	Start of teaching week 2 until 13 <sup>th</sup> January 2020	25%	25%
<b>Second Semester</b> Before the start of third term	14th January 2020 to 20th April 2020	50%	50%
<b>Third Semester</b> After the start of third term	21st April 2020 onwards	100%	100%

<b>Postgraduate (Taught) Fee Liability</b>				
<b>Period Description</b>	<b>Autumn Enrolment</b> dates for students who enrol in Autumn	<b>Spring Enrolment</b> dates for students who enrol in Spring	<b>Annual Fee Liability for Postgraduate Loan SLC funded students</b> paid for by the SLC	<b>Annual Fee Liability for non-SLC funded students</b>
<b>First Semester</b> After Enrolment and before the start of the second term	Start of teaching week 2 until 20 January 2020	Start of teaching week 2 until 15 April 2020	33%	33%
<b>Second Semester</b> Before the start of third term	24 January 2020 to 22 April 2020	16 April 2020 to 16 September 2020	66%	66%
<b>Third Semester</b> After the start of third term	27 April 2020 onwards	17 September onwards	100%	100%

## 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.

### Important information

- Even though the University will only charge you fees from the start of teaching week 2, Student Finance England will count even short periods of enrolment on the course as a year's previous study. Your future funding will be affected. Contact Student Advice for further information.
- From the point of accepting an offer all students are entitled to a full cooling off period and the ability to withdraw without any financial penalty. If you accepted your offer late you will still receive 14 days cooling off even if this extends to after the beginning of teaching week 2.
- For fee liability purposes the Master of Architecture (RIBA II) and GDL courses are considered under the UG fee liability and refund policy