# Withdrawal from Studies Form 2023/24

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

**Please read the guidance notes** overleaf before completing this form particularly with regards fees, funding and visas. Further information can be found on the Student Hub page [Interrupting or Withdrawing from studies](https://www.westminster.ac.uk/current-students/guides-and-policies/academic-matters/interrupting-or-withdrawing-from-studies)

|  |  |
| --- | --- |
| Student ID number |  |
| First name |  |
| Surname |  |
| Date of Birth |  |
| Course of study |  |
| Address |  |
| Telephone number |  |
| Personal email |  |

|  |  |
| --- | --- |
| **Reason for withdrawing (Select one)**  Domestic-personal/family issues, Financial, Health, Professional, Study/Academic issues, Not prepared to say, Other |  |
| **If you transferring to another university, please provide the institution and the course name** | **Institution:**  **Course:** |

**Tell us about your experience at Westminster** (This is optional, but your responses will give us valuable feedback.)

|  |  |
| --- | --- |
| 1. Are you the first person in your immediate family to attend a University? |  |
| 2. Was the University of Westminster your first choice? |  |
| 3. Was the course your first choice (state if you came through clearing)? |  |
| 4. Has Westminster met your expectations? Please select a number (10=expectations fully met, 1=expectations not met) |  |

|  |
| --- |
| 5. Could we have done anything better? |

## Authorisation

**Student:** I have sought academic advice from my Personal Tutor/Course Leader. I have also discussed any fee or SLC/SFE funding implications with the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services), and have read and understood the tuition fee liability implications in the [Student Fees and Other Charges Policy (Section 6.11)](https://www.westminster.ac.uk/about-us/our-university/corporate-information/policies-and-documents-a-z/student-fees-and-other-charges-policy). **International students in the UK on Student visas:** I understand that the University will notify the Home Office of my interruption of studies. I have discussed the visa consequences of my interruption with the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services).

|  |  |  |  |
| --- | --- | --- | --- |
| Print name |  | Date |  |

***Office Use Only:*** *Refer students to Personal Tutor/Course Leader for academic advice. Forms will be retained by the Registry.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Processed by*  Print name |  | Date |  |

**Withdrawal from Studies Form - Guidance Notes**

If you’re thinking of **withdrawing from your course**, please ensure that you have spoken to your Personal Tutor/Course Leader for academic advice. You should also contact the Student Advice team via the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services) about the impact on your academic record and any associated fee liabilities, funding issues or visa requirements.

If you then decide to withdraw, please:

* Complete this form and email it to the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services).
* Return any library materials, otherwise you will be charged for their cost.
* Notify [Student Finance England](https://www.westminster.ac.uk/current-students/university-life/student-finance/student-finance-england-funding) or your funding body of your withdrawal from studies. *(We will also notify Student Finance England of your change of circumstances).*
* 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.***

## Student Funding

* Further information on the financial implications of withdrawing can be found on the [Student Hub](https://www.westminster.ac.uk/current-students/university-life/student-finance/student-finance-england-funding/interrupting-your-studies-understand-the-financial-implications).
* When you withdraw from your course, we 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 loan and/or grant 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 via the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services).

## Fee Liability and Refund Policies

* **Refunds of fees 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.
* 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 via the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services) for further information.
* Full details of fee liability and refund policies can be found in the University’s [Student Fees and Other Charges Policy (Section 6.11)](https://www.westminster.ac.uk/about-us/our-university/corporate-information/policies-and-documents-a-z/student-fees-and-other-charges-policy).

## Student Visas

* If you withdraw from your course, the University of Westminster is obliged to notify the Home Office of your withdrawal. This will normally result in your visa being curtailed (cut short). You will be expected to leave the UK. **You are strongly advised to consult Student Advice (via the** [**Library and Student Centre**](https://www.westminster.ac.uk/current-students/support-and-services)**)** **about the consequences of your withdrawal before you submit this form.**

## Contact details

Please contact the[Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services).