

# Withdrawal from Studies Form 2020/21

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. Further information can be found on the Student Hub: <https://www.westminster.ac.uk/current-students/guides-and-policies/academic-matters/interrupting-or-withdrawing-from-studies>

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| --- | --- | --- | --- |
| First name |  | Surname |  |
| Student ID Number |  | Date of birth |  |
| Course |  | | |
| 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 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 Student visa, your visa status in the UK will be affected if you withdraw.

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| **Reason for withdrawing (Please select one option):**  (Domestic-personal/family issues, Financial, Health, Professional, Study/Academic issues, Not prepared to say, Other) | | | |  |
| **Are you transferring to another university? (Please select Yes or No)** | | | |  |
| Course |  | Institution |  | |

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| **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? |  |
| 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

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| **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](https://www.westminster.ac.uk/current-students/support-and-services/student-advice).  **International students in the UK on Student visas:** I understand that the University will notify the Home Office of my withdrawal. I have discussed the visa consequences of my withdrawal with [Student Advice](https://www.westminster.ac.uk/current-students/support-and-services/student-advice). | | | |
| **Print name** |  | **Date** |  |

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| **Office use only:** *Refer Students to their Personal Tutor/Course Leader for academic advice. Retain the form in the Registry Office.* | | | |
| *Form processed by:*  **Print name** |  | **Date** |  |

**Withdrawal from Studies Form 2020/21: 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 your Registry about the impact on your academic record. Ensure you speak to [Student Advice](https://www.westminster.ac.uk/current-students/support-and-services/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 withdraw.

If you then decide to withdraw, please:

* Complete this form fully and email it to your [Registry Office](https://www.westminster.ac.uk/current-students/support-and-services/registry-offices).
* Return any library materials, otherwise you will be charged for their cost.
* 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.
* 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 2020/21 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 Funding

* Further information can be found on the Student Hub: <https://www.westminster.ac.uk/current-students/guides-and-policies/academic-matters/interrupting-or-withdrawing-from-studies>
* 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 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.

**International students on 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 about the consequences of your withdrawal before you submit this form.**

## Contact details

## Registry Office: Your form should be emailed to your Registry Office. Contact details of each Registry can be found on the Student Hub: [https://www.westminster.ac.uk/current-students/support-and-services/registry-offices.](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. Contact Student Advice by email: [studentadvice@westminster.ac.uk](mailto:studentadvice@westminster.ac.uk). Further Information is available on the Student Hub: <https://www.westminster.ac.uk/current-students/support-and-services/student-advice>

## Fee liability and Fee Refund Policies

**Important information**

* Although the University will only charge you fees from midnight on the day before the start of [teaching week 3](https://www.westminster.ac.uk/current-students/term-dates), 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.
* For fee liability purposes the Master of Architecture (RIBA II) and Graduate Diploma in Law (GDL) are considered under the UG fee liability and refund policies.
* For full information, please refer to the University’s [Student Fees and Other Charges Policy](https://www.westminster.ac.uk/sites/default/public-files/general-documents/Student-fees-and-other-charges-policy.pdf).

## Cooling Off Period (Zero Tuition Fee Liability Period)

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| **New Students** | From the date of acceptance of an offer until midnight on the day before the start of teaching week 3. If you accepted your offer late you will still receive 14 days cooling off, even if this extends beyond the beginning of teaching week 3. |
| **Continuing Students** | From the start of the new academic year (re-enrolment) until midnight on the day before the start of teaching week 3 |

**Undergraduate (Autumn Enrolment)**

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| **Liability Period** | **Autumn Enrolment** | **Annual Fee Liability for SLC and non-SLC funded students** |
| **First liability period**  After Enrolment and before the start of the second term | Start of teaching week 3 until 17 January 2021 | 25% |
| **Second liability period**  Before the start of the third term | 18 January 2021 to 22 April 2021 | 50% |
| **Third liability period** | 23 April 2021 onwards | 100% |

**Undergraduate (Spring Enrolment)**

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| **Liability Period** | **Spring Enrolment** | **Annual Fee Liability for SLC and non-SLC funded students** |
| **First liability period**  After Enrolment and before the start of the second term | Start of teaching week 3 until 15 April 2021 | 30% |
| **Second liability period**  Before the start of the third term | 16 April 2021 to 16 September 2021 | 100% |

**Postgraduate Taught**

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| **Liability Description** | **Autumn Enrolment** | **Spring Enrolment** | **Annual Fee Liability for SLC and non-SLC funded students** |
| **First liability period**  After Enrolment and before the start of the second term | Start of teaching Week 3 until 17 January 2021 | Start of teaching week 3 until 15 April 2021 | 33% |
| **Second liability period**  Before the start of the third term | 18 January 2021 to 22 April 2021 | 16 April 2021 to 16 September 2021 | 66% |
| **Third liability period** | 23 April 2021 onwards | 17 September 2021 onwards | 100% |

**Postgraduate Research**

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| Fee liability for Doctoral is calculated pro-rata. This means that for any student who withdraws 14 days after enrolment, their liability will be calculated monthly, e.g. a student who enrols in September but withdraws in December, will be liable for 3 months of their total tuition fee. |