

UNIVERSITY OF LEICESTER

REQUEST FOR TEMPORARY WITHDRAWAL

NOTES OF GUIDANCE ON TEMPORARY WITHDRAWAL

1. If you are thinking of withdrawing temporarily from your studies here you are strongly advised to consult firstly with one of the following members of staff:

Personal Tutor
Head of Department (for single or joint degree students)
Associate Dean or Senior Tutor (for Combined Arts)

2. You may also wish to consult with the following student services:

Welfare Service (first floor, Percy Gee Building)
Counselling (next to Freemans Common Health Centre)
Careers (in College House)
Chaplaincies (at the Gatehouse)

3. You must notify the Registry, in writing, of your request to withdraw temporarily from your studies (a form is attached to these notes for completion). If you are resident in a hall or university self-catering accommodation you must also notify the warden of your hall or the Accommodation Office.
4. Permission for temporary withdrawal can only be granted by the relevant Board of the Faculty and is normally allowed for personal, medical or academic reasons. You should first consult with your tutor or other member of staff listed in (1) above; they can advise on the possible academic consequence of temporary withdrawal.

Please note the following guidance:

(a) If you request permission during the teaching period of the first semester, and this is subsequently approved, it is likely you will be required to repeat this whole period of study in the following academic year (subject to any other conditions that might be applied. *See (7) below*)

(b) If you request permission during the teaching period of the second semester, and this is subsequently approved, it is likely that you will be required to re-enter in the following January for the start of the next second semester period (subject to any other conditions that might be applied. *See (7) below*)

(c) If you request permission after the end of the formal teaching periods, or after the Easter vacation, it is likely that your request will be referred to the relevant Board of Examiners when it considers the midsummer examination and assessment results.

5. Please fill in the attached form as fully as possible. On receipt of this form the Registry will seek a separate form from your tutor/department. (Normally whoever has counter-signed this form) These two documents will form the basis of your request.
6. If your request is approved, your Local Education Authority (as appropriate) will be notified. Confirmation will also be sent to you at your home address.

Cont.../

7. During the period of temporary withdrawal your registration here will be suspended and you will not have the status of a fully registered student. Re-registration details will be sent to you before you are due to resume your studies, provided you are not in debt to the University. If you have withdrawn temporarily for medical reasons the University will require an up to date report from your doctor of your fitness to resume your studies. In certain cases it may recommend a consultation with its Student Health Service rather than with a family GP, or it may request the involvement of the welfare or counselling services. Re-registration details will be sent in late August for September starters and in January for those returning for Semester 2, subject to the provisions above.
8. If you are not able to resume your studies at the date permitted to you, you must notify the Registry as soon as possible, with details of why you are unable to do so and what you wish to be allowed to do. This will then be forwarded to the appropriate academic body for consideration. It is unlikely on academic grounds that any student will be permitted to extend their period of suspended study more than once.

We suggest that you retain these notes for future reference.

Registry
Academic Office
Summer 2004

UNIVERSITY OF LEICESTER
REQUEST FOR TEMPORARY WITHDRAWAL

PART A

To be completed by the student.

Name: _____

Course and Year of Course: _____

Personal Tutor: _____

Date of last attendance: ____/____/_____
(This cannot be a date during a University vacation)

- Reason for Leaving:**
- | | | |
|-----|---|--------------------------|
| [A] | Course not suitable – transfer to another course at this University
(Change of degree programme card required) | <input type="checkbox"/> |
| [B] | Financial | <input type="checkbox"/> |
| [C] | Personal | <input type="checkbox"/> |
| [D] | Medical
(a medical certificate is required) | <input type="checkbox"/> |
| [E] | Other (please give details) | |
| | _____ | |
| | _____ | |

Expected date of return: ____/____/_____
(This must be the beginning of a University term).

We will correspond with you at your permanent home address. Please notify us below if there is an alternate address for correspondence:

Please turn over to complete Part B

REQUEST FOR TEMPORARY WITHDRAWAL

PART B

Please provide below (or in a separate letter) details of your request for temporary withdrawal. [NOTE: Any details are treated with confidentiality and are for the purpose of giving the relevant committee enough information to consider your request, and will NOT be disclosed to your Local Education Authority.]

In consultation with Personal Tutor
or Head of Department
or Associate Dean or Senior Tutor (Combined Studies)

Student Signature: Date:

Signed (consultant): Date:

YOU ARE REQUIRED TO HAND IN YOUR STUDENT MEMBERSHIP/LIBRARY CARD WITH THIS FORM.

The following will be informed of your temporary withdrawal:

Accommodation Office
Cashier's Office
Computer Centre
Examinations Officer
Head(s) of Department(s)
Library
Local Education Authority
Personal Tutor

Registry
Academic Office
Summer 2004