

UNIVERSITY OF LEICESTER

NOTES OF GUIDANCE ON WITHDRAWAL

1. If you are thinking about leaving your course 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 wish to consult with the following student services:

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

You must notify the Registry in writing of your intention to leave your course (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.

3. If you wish to withdraw permanently you will need to think carefully about your future career, and if you are wishing to undertake a course of study at another institution at a specified/unspecified time in the future you may need to consider the implications for eligibility for continued support under the Student Support Regulations applicable to your year of entry. You are advised to seek guidance from the Registry but the following information may be of help:

If you leave during the academic year you are liable for the private contribution of your tuition fees (i.e. as assessed by your Local Education Authority) up to the last full week of your attendance here. The Cashier's Office will refund any over payment or issue an invoice for any underpayment of tuition fees.

If you transfer course to another institution and this course is covered by the Student Support Regulations then the expectation is that your new institution will require you to pay any private fee contribution based on the number of weeks of attendance in that academic year.

If you leave your course here within the first 12 calendar months of commencing higher education then you should remain eligible for support for a new course. If you leave your course here after this date and intend to start the first year of another course elsewhere, your eligibility for support is likely to be affected and you should seek the advice of your Local Education Authority.

If you lose the eligibility for fee support but the course you intend to take is covered by the Student Support Regulations, you will remain entitled to the student loan.

NOTIFICATION OF WITHDRAWAL

PART A

To be completed by the student:

Name: _____

Course and Year of Course: _____

Personal Tutor: _____

Date of Last attendance: ____ / ____ / ____

(This can not be a date during a University vacation)

Reason for leaving: **(a) Course not suitable – transfer to another Institution**

(also see Part B overleaf) ☐

(b) To seek employment ☐

(c) Financial ☐

(d) Personal ☐

(e) Medical ☐
(a medical certificate is required)

(f) Other reason

(please give details)

Do you wish to receive written confirmation of your withdrawal? yes/no
(this will be sent to your home address)

Please turn over to complete Part B

The following will be informed of your withdrawal:

Associate Dean (Combined Arts)	Graduate Relations Office
(where relevant)	Head(s) of Department(s)
Bookshop	Librarian
Careers Service	Local Education Authority/Student Loans Company
Cashier's Office	Medical Officer
Dean of the Faculty	Personal Tutor
Departmental Secretary(s)	Security Officer
Estates Office (access to Buildings)	Warden/Accommodation Office (where applicable)
Examinations Officer	Welfare Service
Executive Office, Students' Union	

NOTIFICATION OF WITHDRAWAL

PART B

If you have made arrangements to transfer to a course at another institution please complete the following details as fully as possible. This is to enable us to inform your Local Education Authority and therefore assist in the re-assessment of your entitlements under the Student Support Regulations.

Full Name of Institution: _____

Full Address of Institution: _____

Name of Course and Course
Code due to study: _____

Year of Course
(1st 2nd etc): _____

Start Date: _____

Expected Date of
Completion: _____

L.E.A.
(and contact there
if known) _____

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

Signed.....

Date.....

Student Signature.....

Date.....

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

Registry
Academic Office
Summer 2002