

Student information for withdrawing from academic studies

Withdrawing from study means that you have decided to stop studying with the Royal Agricultural University and you have no intention of returning to continue your programme of study in the future. Please be aware that student facilities will no longer be available to you apart from those offered to alumni. If you are in RAU accommodation, please contact the Accommodations Office (accommodation@rau.ac.uk) prior to withdrawal so that you have the required access to clear your room.

Home (UK) students and others not on a Student Visa

You enter into a contract with the University when you are fully registered onto your course. You have a statutory right to cancel this contract (and withdraw your registration/enrolment from the University) up to the end of a period of 14 days starting the day you are fully registered. This applies to any student at any level of study at the University.

To cancel your contract with the University within the 14 day cancellation period you must complete an online Withdrawal from Studies Request form (link below). If you exercise your right to cancel as described above, the University will refund any tuition fee paid for the relevant programme of studies. However, please note that you may be charged for any costs incurred by the University up to the point of cancellation. Such costs may include, for example travel, laboratory consumables, printing or books ordered.

If you wish to withdraw from your programme of study after the 14 day cancellation period has expired, you must consult with your Programme Leader, Academic Support Tutor and/or Student Services prior to taking any formal action. There may be ways in which the University can support you through any difficult periods to reduce the impact of withdrawal. If, after consultation, you still decide that you do not want to continue with your studies, they can advise you of the academic and financial implications to consider when choosing a withdrawal date via an online Withdrawal from Studies Request form (link below).

International students with a student visa

Withdrawing from your studies will affect your visa status, and it may be necessary for you to return to your home country. Therefore, your withdrawal request cannot be approved until you have spoken to the Assistant Registrar: Admissions & Visa Compliance, who is the University's Key License contact for Student Visa matters. The University is required to inform UK Visas and Immigration of any change in your enrolment.

Please note, once a Certification of Authorisation to Study (CAS) is issued, fees will not be refunded, except in the case of a visa refusal prior to your studies (unless this is due to providing fraudulent information), or under exceptional mitigating circumstances (documentary evidence will be required). The UKVI (UK Visas & Immigration) will be informed. Please consult the RAU Refunds Policy (available in [Student Handbook](#)) before withdrawing from study.

How to withdraw

If, after discussing your situation with the relevant staff listed above, you still need to withdraw, you must complete an online Withdrawal from Studies Request form (link below). If this form is not submitted you will be deemed to still be a student and therefore liable for tuition fees. It is not sufficient to verbally inform a member of University staff of your intentions.

The completed form will be held by Registry, who will notify all relevant RAU staff and any relevant partner, regulatory body or other authority.

Academic implications

Depending on the date you withdraw study, you may be deemed to have completed requirements for some modules you are enrolled on, and may be in a position to be awarded credits for them. This may be important if you are withdrawing with the intention of studying at another institution, so make sure you discuss any relevant assessment dates with your Programme Leader before confirming your withdrawal date.

Financial implications

You should read the RAU Terms and Conditions for Payment of Fees and the University Refund Policy (available in [Student Handbook](#)) which will tell you the fee liability for this academic year. If you have any queries about this, please contact the Finance Office.

You must also inform Student Finance England or any other funding or sponsoring body directly that you have withdrawn your studies with the RAU. We strongly recommend that you discuss this with them **before** you make your decision as this may affect your ability to receive funding in the future.

If you are in RAU accommodation you need to also refer to the Terms and Conditions of Residence at the RAU (available in [Student Handbook](#)). Please note your liability for the full accommodation fee.

Once your withdrawal has been formally processed, the University will communicate this to the relevant funding body advising them of your last date of attendance as recorded on your form.

WITHDRAWAL FROM STUDIES REQUEST FORM