**Withdrawal or Suspension of Studies Form**

**PART 1 – TO BE COMPLETED BY STUDENT**

Name: Click or tap here to enter text. Student Number: Click or tap here to enter text.

Programme of StudyClick or tap here to enter text.

Year….……

**Tier 4/Student Visa student:** YES [ ]  NO[ ]

**I CONFIRM THAT I WISH TO**: (please tick relevant box/boxes below)

□ **WITHDRAW permanently from my programme of study**

Reason for Withdrawal:

□ Academic □ Personal □ Financial □ Health

□ Taken up employment

□ Transfer to another University – please give institution name and course title:

………………………….……………………………………………………………………

Last date of attendance…………………………………………………………………..

□ **TEMPORARILY SUSPEND my studies \***

Last date of attendance…………………………………………………………..

I intend to resume study on (date)…………………………………………………

Reason for Suspension:

1. Personal [ ]  2) Financial [ ]  3) Medical [ ]

4) Excessive employment demands which were substantial & temporary (part-time students only) [ ]

5) Intercalating (on a year-long work placement) [ ]

\*Part 2 of the form must also be completed by your Programme Manager (UG & PGT)/Supervisor & for Research students by the Director of Research (PGR) before returning it.

**I understand that:**

1. There may be financial implications to withdrawing or suspending study and I confirm that I have read the notes overleaf and the Terms and Conditions for Payment of Fees and the University Refund Policy (available on-line on the [Student Handbook](https://www.rau.ac.uk/university-life/support-and-wellbeing/student-handbook) page)

2. I am responsible for informing the Student Loans Company (SLC) or my financial sponsor of any changes to my programme.

**STUDENT SIGNATURE……………………………………….. DATE:……………………………………..**

**PART 2 – To be completed by Programme Manager / Director of Studies & Director of Research** (in case of Suspension e.g. student is intermitting or intercalating)

**Comments:**

**Please delete as appropriate:**

I do / I do not recommend intermission granted for period below (e.g. 1 academic year / 2 semesters)

From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To return \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Programme Manager / Director of Studies:**

**Signature: Date:**

**For Research Students only:**

**Please delete as appropriate:**

I approve / do not approve recommended intermission granted

**Graduate Dean signature:**

**Date:**

**GUIDANCE NOTES**

**Your statutory right to cancel**

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 you must complete and send this form to the Admissions/Registry Office within the 14 day cancellation period. If you exercise your right to cancel as described above, the University will refund any tuition fee paid for the relevant programme of studies within 14 days of receipt of your cancellation request. 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, please submit this form to the Registry Office and we will apply the relevant tuition fee in accordance with the Terms and Conditions for Payment of Fees and the University Refund Policy (available on-line at <http://www.rau.ac.uk/study/fees-how-to-apply/paying-fees> )

**Tier 4/Student Visa students**

**If you are an international student on a student visa**, interrupting your studies will affect your visa status, and it may be necessary for you to return to your home country for the period of your interruption. Therefore, your application cannot be approved until you have spoken to the Assistant Registrar who is the University’s Key License contact for Tier 4/Student Visa matters.

**Important notes:**

**If you are withdrawing or suspending study, you must do more than simply stop attending.**

If you wish to withdraw from or suspend your programme please make sure you first discuss this with your Personal Tutor, Programme Manager or Supervisor and if you wish with the Head of Student Support Services to ensure that this is the best course of action for you - sometimes just talking an issue/problem through can help to clarify what you need/want to do.

If you still wish to withdraw or suspend (intermitting or intercalating) you **must** advise the Registry Office by submitting this form. 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.

You must provide **supporting evidence** and attach it with the form (for example doctor/hospital note, letter from employer)

 Please ensure you have read and are aware of the financial implications of withdrawing or interrupting study by reading the Terms and Conditions for Payment of Fees and the University Refund Policy (available on-line on the [Student Handbook](https://www.rau.ac.uk/university-life/support-and-wellbeing/student-handbook) page )

**Withdrawal**

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.

**Suspending (Intermitting or Intercalating)**

Suspending from study means that you have decided to temporarily suspend your studies however you intend to resume studies in the near future. Please be aware that there is a maximum period of time in which you have to complete your award. The Registry Office can provide advice on your particular programme of study. You can continue to access university facilities such as the library and your computing account during your period of interruption, although the university retains the right to withdraw this if necessary.

**Information specific to Research Students**

The University expects you to discuss your position with your Director of Studies before submitting a request. It may be that he or she can suggest a solution that doesn’t involve interruption. [If it is not possible to approach your Director of Studies, please contact the Senior Secretary to the Graduate Dean].

Please note that interruptions are normally for a maximum period of 12 months. For interruptions of over 12 months, special consideration must be given and you should submit a plan to deal with the currency of your research as part of a return to study supervision meeting.

The original completed form will be held by Registry - Student Records Administration, who will send a copy to all relevant RAU and UoG staff to be added to your research student record.

**For completion by Admissions & Student Records Office Staff only:**

Date Form Received: ………………………………….

Registry - Student Status updated:……………………………

For Tier 4/Student Visa students, notification sent to UKVI on (Date): ……………………..

Finance Office Notified (Date): ………………………………..

Accommodation Office Notified (Date): …………………………

Programme Manager/Centre Head Notified (Date): ……………………………….

(Research Students only) University of Gloucestershire Notified(Date): ………………….

Signed: ……………………………………………………