**Withdrawal or Suspension of Studies Form**

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

Name: …………………………………….. Student Number: ……………………

Programme of Study……………...………………………………Year….……

**Tier 4 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:

Personal [ ]  Financial [ ]  Medical [ ]

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

\*Part 2 of the form must also be completed by your Programme Manager (UG & PGT)/Supervisor & 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 at <http://www.rau.ac.uk/study/fees-how-to-apply/paying-fees> )

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 School Programme Manager / Personal Tutor** (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 terms)

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

**Name:**

**Signature: Date:**

**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 or otherwise communicate your cancellation request in clear terms to the Admissions 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 Admissions 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 students**

Tier 4 students must attend an appointment with the Assistant Registrar: Admissions and Student Records, before withdrawing or suspending study. The University is required to inform UK Visas and Immigration of any change in your enrolment.

**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 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.

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 at <http://www.rau.ac.uk/study/fees-how-to-apply/paying-fees> )

**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 Admissions & Student Records 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.

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

Date Form Received: ………………………………….

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

For Tier 4 Students, notification sent to UKVI on (Date): ……………………..

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

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

Programme Manager/Dean of School Notified (Date): ……………………………….

Signed: ……………………………………………………