

## **Policy and Procedures for withdrawing from or suspending academic studies**

If you are considering withdrawing from studies at the University, either permanently or temporarily pending a return at a later date, you must consult your Programme Manager or the Head of Student Support Services in the first instance 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 suspension or withdrawal.

If you decide that you don't want to continue with your studies in this academic year, it is important that you withdraw or suspend your studies formally as soon as possible as there are both academic and financial implications that you will need to consider. For international students there will also be implications with regard to your visa.

You must complete the **Withdrawal or Suspension of Studies** form, making it clear whether this is to be a permanent withdrawal from the University or a temporary suspension with the intention to return at a later date, and email or take the form in person to the Admissions & Students Records Office.

***Please note:*** If you wish to email this form we will only accept it if sent from your Royal Agricultural University student email account as proof of signature. Do not, under any circumstances withdraw or suspend your studies without completing this form.

### **Academic implications**

Depending on the date you withdraw or suspend study, you may be deemed to have had an attempt at the modules you are enrolled on, and may be in a position to be awarded credits for assessments and modules already completed. This may be important if you are withdrawing with the intention of studying at another institution.

If you have mitigating circumstances for withdrawing or suspending study you should complete a mitigating circumstances claim form now. A valid claim for mitigating circumstances could mean you do not lose an attempt at some or all of your modules. This is important as there is a maximum number of attempts any student can have at a module. Please refer to the guidance for mitigating circumstances for more information on making such a claim.

### **Financial implications**

You should read the RAU Terms and Conditions for Payment of Fees and the University Refund Policy (available on [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 or suspended your studies. 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](#) (Section 14).

Once your withdrawal/suspension 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 withdraw from study form.

#### **Tier 4/Student visa students**

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