



**University of
Nottingham**

UK | CHINA | MALAYSIA

**University of Nottingham Malaysia
Notification of Withdrawal Form**

If you wish to withdraw from the University, you must ensure all relevant sections of this form is completed and signed before submission. You should also ensure that you have contacted the Finance Office and are aware of any implications of this withdrawal.

Section 1 - Your Details

Student Name (First name, Surname)

Student ID Number (see your ID card)

Fee Status (Malaysian or Non-Malaysian)

Section 2 - Study Details

Course Title (Academic Plan Title)

Course Code (Academic Plan Code)

Section 3 - Withdrawal Details

Last date of attendance on the above Academic Plan:

Reason(s) for withdrawing from your programme:

Section 3 - Withdrawal Details (continued)

If you are transferring to another institution (e.g. higher (or tertiary) education and research), please state:

Name of Institution

Programme/Course Title

Duration of Programme/Course (e.g. 3 years)

Year of Study (e.g. 1st year, 2nd year etc.)

Start Date (Month, Year)

Section 4 - Student Declaration

I understand that once the University has processed this form, I will no longer be considered a student of the University of Nottingham. I have discussed my withdrawal with my Head of School (or nominee) and they are aware of my withdrawal. I have also read the [University's Fee Schedule](#).

Signature

Date (Day, Month, Year)

If you have funding for your course, it is your responsibility to ensure that your Sponsor is informed of the withdrawal. You are required to inform your sponsor through the Sponsorship Unit.

Section 5 - Notification for School/Department

This should be signed by the student's Head of School or Department

I confirm that I am aware of the student's withdrawal. Other relevant Schools (where applicable) and advisors have been advised accordingly.

Head of School / Department:

Full Name (First name, surname)

Designation (e.g. Head of School, Dean etc.)

Signature

Date (Day, Month, Year)

Head of School/Dept. Comment (if any):

Note: Acknowledgement of this withdrawal by the school or the university does not mean that overseas students have the right to remain in Malaysia. Please seek advice from the Visa Office.

Section 6 - Visa Office Advice (for overseas students only)

On behalf of the International Office, I confirm that the student has been fully informed of the implications this withdrawal will have on his/her immigration status in the Malaysia. The student has been told that the University may be obliged to report this interruption to the Malaysian Immigration authorities.

Full Name (First name, surname)

Designation (e.g. Visa Manager etc.)

Signature

Date (Day, Month, Year)

Comment (if any):