If you wish to withdraw from the University, please complete all sections of this form and return it to one of the [Student Service Centres](http://www.nottingham.ac.uk/studentservices/contact-us/locations.aspx), (in person or by post). Alternatively you can scan and email it to studentservices@nottingham.ac.uk. Students on teacher training courses must ensure they have notified their Programme Leader in the School of Education prior to submitting the form to a Student Service centre.

|  |
| --- |
| Section 1 – Your Details |
| First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Birth: | **d** | **d** | **m** | **m** | **y** | **y** | **y** | **y** | Student ID Number (see your ID card): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please **✓** your fee status:⬜ Home (Name of LA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_)⬜ EU ⬜ Overseas |  |
| Section 2 – Course Details |
|  |
| Current Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Current Course Code: \_\_\_\_\_\_\_ | Year of Course: \_\_\_\_\_\_\_\_ |
|  |
| Section 3 – Withdrawal Details |
| Last date of attendance on the above course: | **d** | **d** | **m** | **m** | **y** | **y** | **y** | **y** |  |
| Reason(s) for Withdrawing from your course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If you are transferring to another University, please state:Name of University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_\_\_\_\_ UCAS Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Duration of course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Section 4 – Student DeclarationI 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[[1]](#endnote-1).Signed: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If you have funding for your course (other than via an LA) it is your responsibility to ensure that your sponsor is informed of the withdrawal. |
| **Section 5 – Visa and Immigration Team Approval** (for all international students and for students from the EU/EEA/Switzerland who started a course on or after 1 January 2021)[[2]](#endnote-2) |
|  |
| On behalf of the Visa and Immigration Team, I confirm that the student has been fully informed of the implications this withdrawal will have on his/her immigration status in the UK. The student has been told that the University may be obliged to report this withdrawal to the UK Home Office. Signed: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (On behalf of the Visa and Immigration Team) Date: ­­\_\_\_\_\_\_\_\_\_\_ |

1. http://www.nottingham.ac.uk/fees/ [↑](#endnote-ref-1)
2. Visa and Immigration Team advice that an international student has the right to remain in the UK does not mean that Academic Approval has been given.  Your request will be processed and you will be informed of the outcome in writing by Student Services [↑](#endnote-ref-2)