Graphical user interface

Description automatically generated**Request to withdraw from the University**

**Research Student – UK Campus**

If you wish to withdraw from the University, please complete this form and return it to your Registry and Academic Affairs team **from your University email address**:

For the Faculty of Arts please email [ss-pgr-arts@nottingham.ac.uk](mailto:ss-pgr-arts@nottingham.ac.uk)

For the Faculty of Engineering please email [ss-pgr-engineering@nottingham.ac.uk](mailto:ss-pgr-engineering@nottingham.ac.uk)

For the Faculty of Medicine and Health Sciences please email [ss-pgr-mhs@nottingham.ac.uk](mailto:ss-pgr-mhs@nottingham.ac.uk)

For the Faculty of Science please email [ss-pgr-science@nottingham.ac.uk](mailto:ss-pgr-science@nottingham.ac.uk)

For the Faculty of Social Science please email [ss-pgr-socsci@nottingham.ac.uk](mailto:ss-pgr-socsci@nottingham.ac.uk)

**SECTION A: WITHDRAWAL GUIDANCE**

* You are advised to consult with your Supervisor, or Postgraduate Student Advisor, or another academic advisor in your School who will be able to help you decide if a withdrawal is the appropriate course of action for you.
* It is your (the student) responsibility to ensure that any sponsor or legal requirements are complied with when withdrawing from the University.
* Withdrawal from the University will have financial implications in relation to, for example, any funding you receive, maintenance loans or stipend, or any other scholarship that you receive. You should ensure that, where relevant, you have contacted any Sponsor or Funding Body (including University funded scholarships). UKRI funded students can contact [BR-RA-DTP-funding@nottingham.ac.uk](mailto:BR-RA-DTP-funding@nottingham.ac.uk)
* Withdrawal from the University will have financial implications in relation to fees due to the University in the year that you withdraw. You are strongly advised to seek advice from the Fees and Charges Team. Please contact the [tuitionfees@nottingham.ac.uk](mailto:tuitionfees@nottingham.ac.uk), where relevant.
* If you are currently in University arranged accommodation, it is very important that you notify the [accommodation office](https://app.geckoform.com/public/#/modern/21FO00hzqu6l6a00e4xz1og1x2), or your accommodation provider, of your withdrawal. Failure to do so, may result in you continuing to be responsible for your accommodation charges even after you have left the University. Please see [guidance on the termination policy](https://www.nottingham.ac.uk/accommodation/current-students/terminate-licence-guidelines.aspx) for more information.
* If your nationality is non-British/non-Irish then you will need to seek approval from the [Visa and Immigration](https://www.nottingham.ac.uk/studentservices/services/visa-immigration.aspx) team before you can submit your request to withdrawal as they need to complete Section E below. They can also be contacted by email: [immigration-support@nottingham.ac.uk](mailto:immigration-support@nottingham.ac.uk)
* Apprentices should be engaging with their employer, personal tutor, and the Professional and Work-based Learning team, as they need to complete Section F below. They can be contacted by email: [degree-apprenticeships@nottingham.ac.uk](mailto:degree-apprenticeships@nottingham.ac.uk)
* Please refer to [Quality Manual](https://www.nottingham.ac.uk/qualitymanual/registration-and-attendance/withdrawal-from-study.aspx) for more information on withdrawal.

**By signing this form, you are confirming that you have read and understood all the points above and have sought the appropriate advice and approval. Once the University has processed this form, You will no longer be considered a student of the University of Nottingham.**

**SECTION B: GENERAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First  Name: |  |  | Surname: |  |
|  |  |  |  |  |
| Student ID: |  |  | Mode of Study: | Choose an item. |
|  |  |  |  |  |
| Faculty: | Choose an item. |  | School or Department |  |

|  |  |  |
| --- | --- | --- |
| What is your current course/qualification aim? i.e. PhD, MRes, MPhil |  | |
|  | |  |
| Your current status: | Choose an item. | |
|  | |  |
| Are your studies currently funded by external sponsor? | Choose an item. | |
|  | |  |
| If you are funded, please provide name of your funder/sponsor: |  | |

|  |  |
| --- | --- |
| Have you consulted on this request with your sponsor/funder?  *(UKRI funded students can contact: BR-RA-DTP-funding@nottingham.ac.uk; University may require evidence of funder’s approval)* | Choose an item. |

**SECTION C: WITHDRAWAL DETAILS**

|  |  |
| --- | --- |
| Last date of engagement on the course | Click or tap to enter a date. |
|  |  |
| Reason(s) for withdrawing from your course |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Signature: |  |  | Date: | Click or tap to enter a date. |

**SECTION D: ACADEMIC ADVICE**

You are advised to consult your Supervisor or another advisor in your School who will help you decide if a withdrawal is the appropriate course of action.

|  |  |
| --- | --- |
| Have you consulted this request with your School? | Choose an item. |

|  |  |
| --- | --- |
| Name & position of advisor you discussed this withdrawal with |  |

**SECTION E: VISA AND IMMIGRATION ADVICE**

For all non-British/non-Irish students who started a course on or after 1 January 2021.

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 their immigration status in the UK. The student has been told that the University may be obliged to report this withdrawal of study to the UK Home Office.

|  |  |
| --- | --- |
|  |  |
| Comments: |  |
|  |  |
| Print Name: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: |  |  | Date: | Click or tap to enter a date. |

**SECTION F: PROFESSIONAL WORKBASE LEARNING APPROVAL**

To be completed for apprenticeship programmes only.

A discussion had been held between the apprenticeship officer, student and the employer and:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The request is supported | Choose an item. |  | Date: | Click or tap to enter a date. |
|  |  | | | | |
| Degree Apprenticeship Officer   Print Name & Sign: |  | | | | |

**Your request will be processed, and you will be informed out the outcome by email from Registry and Academic Affairs to your University email address. Once the University has processed this form, you will no longer be considered a student of the University of Nottingham.**