



# Change in Circumstances: Withdrawal Form

Please ensure that you read the [Change in Circumstances Guidance](#) before completing this form.

This form is only for students who are requesting to **Withdraw** from the College. If you wish to transfer to another programme within the College, or request a Break in Studies, please complete one of those forms.

Student Visa students must communicate with the [Visa Team](#) before submitting this form.

Submit this form, fully completed, to Registry via [registry@nchlondon.ac.uk](mailto:registry@nchlondon.ac.uk).

| Section 1: Student Information (completed by the student) |  |         |  |
|---|--|---------|--|
| Student ID Number   |  |         |  |
| First and Middle Names                                    |  | Surname |  |
| University Email Address                                  |  |         |  |

| Section 2: Programme Information (completed by the student)  |  |                |  |
|--|--|----------------|--|
| Programme of Study<br><i>(e.g. BSc Economics with Philosophy;<br/>BA PPE Economics)</i>                                    |  |                |  |
| Programme Start Date   |  | Level of Study |  |
| Reason for Withdrawal<br>(please provide full details)<br>e.g. transfer to another<br>institution/medical reasons,<br>etc. |  |                |  |

| <b>Section 3: Student Evaluation (completed by the student)</b>   |  |
|---|--|
| What have you most enjoyed about your programme?  |  |
| Which part of the programme did you least enjoy?  |  |
| How do you think the programme can be improved?   |  |
| Was the programme challenging?  |  |
| Do you feel that you have been supported throughout your studies and the withdrawal process? Please provide examples. |  |
| What have you enjoyed most about being a student at the College?  |  |
| Do you have any further comments or suggestions regarding student life at the College?                                |  |

| <b>Section 4: Destination (completed by the student, tick all that apply)</b> |  |
|---|--|
| Engaged in a course of study, training or research                            |  |
| Paid work for an employer   |  |
| Self-employment/freelancing   |  |
| Running my own business   |  |
| Developing a creative, artistic or professional portfolio                     |  |
| Voluntary/unpaid work for an employer   |  |
| Taking time out to travel   |  |
| Caring for someone (unpaid)   |  |
| Retired   |  |
| Unemployed and looking for work   |  |
| Doing something else  |  |

| <b>Section 5: Student Declaration (completed by the student)</b>  |  |
|---|--|
| I confirm that:<br>I have been informed of fee implications.<br>I have received information, advice, and guidance in relation to my withdrawal. |  |
| Name  |  |
| Student Signature   |  |
| Date  |  |

| <b>Section 6: Student Wellbeing Coordinator Declaration (completed by the Student Wellbeing Coordinator)</b>             |  |
|--|--|
| I confirm that the student has been given information, advice, and guidance regarding their withdrawal from the College. |  |
| Student Wellbeing Coordinator (name)   |  |
| Signature  |  |
| Date   |  |

| <b>Section 7: Head of Faculty Declaration (completed by the Head of Faculty)</b>  |  |
|---|--|
| I can confirm that I/Faculty member [delete as appropriate] have made email/telephone contact with the student and [delete as appropriate] [A] have been able to discuss the request with the student and acknowledge their withdrawal from the College./ [B] I/Faculty member have not received a response from the student and therefore have been unable to discuss this matter. |  |
| Last Date of Attendance   |  |
| Head of Faculty (name)  |  |
| Signature   |  |
| Date  |  |

| <b>Section 8: Visa and Immigration Compliance Declaration (completed by the Head of Visa Compliance for Student Visa and international students only)</b> |  |
|---|--|
| I confirm that the student has been given immigration advice.   |  |
| Head of Visa Compliance (name)  |  |

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|           |  |
|-----------|--|
| Signature |  |
| Date      |  |

| <b>Section 9: Registry Declaration (completed by the Head of Registry)</b> |  |
|--|--|
| Head of Registry (name)  |  |
| Signature  |  |
| Date   |  |

## Version History

| <b>Title: Change in Circumstances: Withdrawal Form</b>               |   |                       |                  |                                  |
|--|---|-----------------------|------------------|----------------------------------|
| <b>Approved by: The Quality Team</b>                                 |   |                       |                  |                                  |
| <b>Location: Academic Handbook/ Policies and Procedures/ General</b> |   |                       |                  |                                  |
| <b>Version Number</b>  | <b>Date Approved</b>                                | <b>Date Published</b> | <b>Owner</b>     | <b>Proposed Next Review Date</b> |
| 3.0  | July 2022   | July 2022             | Head of Registry | March 2024                       |
| 2.3  | May 2020  | May 2020              | LASO             | January 2022                     |
| 2.2  | January 2020  | January 2020          | ASC              | January 2022                     |
| 2.1  | April 2019  | April 2019            | LASO             | January 2021                     |
| 2.0  | January 2019  | January 2019          | SWC              | January 2021                     |
| Referenced documents   | Change in Circumstances Guidance                    |                       |                  |                                  |
| External Reference Point(s)  | UK Quality Code Theme: Enabling Student Achievement |                       |                  |                                  |