Change in Circumstances: Withdrawal Form

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# Instructions

1. Please ensure that you read the [Change in Circumstances Policy and Guidance](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/general/student-welfare/change-in-circumstances-policy-and-guidance/) before completing this form.
2. This form is only for students who are requesting to Withdraw from the University. If you wish to transfer to another programme within the University, or request a Break in Studies, please complete one of those forms.
3. Students are very strongly recommended to seek advice from an [Academic Adviser](mailto:academicadvising@nulondon.ac.uk), [Student Wellbeing Coordinator](mailto:studentsupport@nulondon.ac.uk), [Student Support Coordinator](mailto:studentsupport@nulondon.ac.uk) and/or [Success Manager](mailto:successmanagers@nulondon.acik) (for apprentices) before making a final decision about withdrawing.
4. **Student Visa students** must contact the [Visa Team](mailto:visa@nulondon.ac.uk) (or the [Apprenticeship Team](mailto:apprenticeshipsadmin@nulondon.ac.uk) for apprentices) for guidance on the implications for their visa before submitting this form.
5. Submit this form, fully completed, to [Registry](mailto:registry@nulondon.ac.uk) (or to the [Success Managers](mailto:successmanagers@nulondon.ac.uk) for apprentices).

# Section 1: Student Information

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by the student:** | | | |
| Student ID Number: |  | | |
| First and Middle Names: |  | Surname: |  |
| NU London Email Address: |  | | |
| Personal Email Address: |  | | |
| Programme of Study: | (*e.g. BA History; LLB Law)* | | |
| Employer (for apprentices): |  | | |

# Section 2: Reason for Withdrawal

| **To be completed by the student:** | |
| --- | --- |
| Illness, medical condition, mental health | Financial/Funding issues |
| Transferring to another University/Training provider | Family/Personal matters |
| Employment/starting a business | Moving/Relocating |
| Dissatisfied with programme/University | Other reasons (please explain): |

# Section 3: Student Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by the student:** | | | |
| I confirm that:   * I have accessed advice and guidance as necessary to enable me to make this decision. * I am aware that I may have fee liability as set out in the University’s Terms & Conditions. * I am aware that upon ending my registration I will no longer have access to University facilities. | | | |
| Student Signature: |  | Date: |  |

# Section 4: Student Evaluation

| **To be completed by the student:** | |
| --- | --- |
| What have you most enjoyed about your programme and the University? |  |
| Which part of the programme/University did you least enjoy? |  |
| Do you have any comments or suggestions regarding the University? |  |

# Section 5: Job Details

| **To be completed for apprentices only:** | | | | |
| --- | --- | --- | --- | --- |
| Off the job hours completed to date: |  | Evidence of the last day of learning: | |  |
| Signature: |  | | Date: |  |

# Section 6: Visa and Immigration Compliance Declaration

| **To be completed by the Director of Visa Compliance (or the Compliance and Contracts Manager for apprentices). This section is applicable to Student Visa and international students only.** | | | |
| --- | --- | --- | --- |
| I confirm that the student has been given immigration advice. | | | |
| Name and Title: |  | | |
| Signature: |  | Date: |  |

# Section 7: Registry Confirmation

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by the Head/Deputy Head of Registry (or the Compliance and Contracts Manager for apprenticeships):** | | | |
| Date of Withdrawal: |  | | |
| Name and Title: |  | | |
| Signature: |  | Date: |  |

# Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title: Change in Circumstances: Withdrawal Form**  **Approved by: The Quality Team**  **Location: Academic Handbook/ Policies and Procedures/ General** | | | | |
| **Version Number** | **Date Approved** | **Date Published** | **Owner** | **Proposed Next Review Date** |
| 23.4.0 | October 2023 | October 2023 | Head of Registry | May 2024 |
| *Version numbering system revised March 2023* | | | | |
| 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 Policy and Guidance | | | |
| External Reference Point(s) | UK Quality Code Theme: Enabling Student Achievement | | | |