



## Permanent Withdrawal from the University

Permanently withdrawal from your programme of study means that you have decided to stop studying at BG and that you have no intention of returning to continue your programme of study in the future.

Before you complete the withdrawal process please ensure that you have obtained advice about your situation and discussed whether there are ways in which the University can help. For example temporary withdrawal from your studies (intercalation) may be a better option for you to consider.

Please ensure that you read carefully the guidance notes attached prior to completing this form.

### Section 1 – Are you sure, can we help?

Have you...	Yes	No
Discussed your situation with your tutor or Academic Coordinator?		
Sought confidential guidance from Student Advice?		
Sought advice from the Careers, Employability and Enterprise Team?		
Sought advice from the Quality Office?		
Sought advice from the International/Erasmus Coordinator?		
Spoken with the Accommodation Office?		

If you have not sought advice from any of the above please consider doing so before completing the remainder of this form.

### Section 2 – Your details

<b>Full Name (please print)</b>							
<b>Student Registration Number</b>	<b>B</b>						
<b>Programme of study</b>							
<b>Subject (if applicable)</b>							
<b>Current year of study</b>					<b>Full or Part-time</b>		

### Section 3 – Reasons for withdrawal

Please tick all appropriate reasons for withdrawal and circle the most relevant one:

Course/facilities do not meet expectations (C)	<input type="checkbox"/>	Travel to and from the University (T)	<input type="checkbox"/>
Financial reasons (F)	<input type="checkbox"/>	Accommodation difficulties (A)	<input type="checkbox"/>
Going into employment (E)	<input type="checkbox"/>	Placement difficulties (P)	<input type="checkbox"/>
Pre-existing medical condition (M)	<input type="checkbox"/>	Newly diagnosed medical condition (N)	<input type="checkbox"/>
Home sickness (S)	<input type="checkbox"/>	Transferring to another University/College (X)	<input type="checkbox"/>
Family reasons (marital, childcare etc.) (B)	<input type="checkbox"/>	Other major reason (please state below)	
<b>Last date of attendance</b> <i>This date is important as it has financial implications</i>			



**Interim Awards**

If you are withdrawing before completing a degree you may be entitled to an interim award, if this is the case it will be awarded in due course following the next sitting of the Board of Examiners.

**Alumni Membership**

Even if you do not complete a degree and graduate you are welcome to keep in touch with the University through the Alumni Office. If you wish to do so please enter your contact details below.

<b>Address</b>			
<b>Email:</b>		<b>Telephone:</b>	

**Declaration:**

I declare that I have read and understood this form before completing it, and that the information provided herein is accurate and complete to the best of my knowledge

<b>Student signature</b>		<b>Date</b>	
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**Section 4 – Sponsor/Employer Support (if applicable)**

I support the request to permanently withdraw from study		
<b>Name (please print)</b>		
<b>Signature</b>		
<b>Position</b>		
<b>Date</b>		

**Section 5 – Academic Coordinator/Head of Department Support**

I can confirm that the last date of attendance was as stated above		
I cannot confirm that the last date of attendance was as stated above, the last date of attendance, as evidence by my records was		
<b>Name (please print)</b>		
<b>Signature</b>		
<b>Position</b>		
<b>Date</b>		

**Section 6 – Acknowledged by the Dean of School**

<b>Dean of School</b>		<b>Date</b>	
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## Permanent Withdrawal Guidance Notes

### Completion and submission of this form:

Please ensure that all sections are completed before submission. Once you have completed Sections 1 – 4 you will need to take the form to your Academic Coordinator or Head of Department for signature. Please note that completion of section 4 is only required if your studies are sponsored by your employer. All applications must be acknowledged by the Dean of School before being submitted to **Quality Assurance and Student Data (QASD), Skinner Annexe Ground Floor.**

### Temporary Withdrawal (*Intercalation*)

If you are not sure that you wish to permanently withdraw from your studies, intercalation is an option you should consider. Intercalation may be granted where a student requires a break from their studies for specific reasons (e.g. ill health, maternity leave or financial difficulties). In the first instance you should discuss this with your tutor or Academic Coordinator.

### Accommodation

If you are living in University campus accommodation, any refund in rent will be calculated from the date of your withdrawal or the date you vacate your accommodation and return your room keys, whichever is the later. University off-campus accommodation contracts require a replacement to be found before you can be released from your contract. If you have any questions about your departure from your accommodation, please contact the Accommodation Office, on 01522 583707 or email: [Rachel.Crane@bishopg.ac.uk](mailto:Rachel.Crane@bishopg.ac.uk).

### Finance

The University Finance Office will calculate any fees that you are owed using the last date of your attendance given on this form. Students who withdraw after an advance maintenance payment has been made will be asked to repay any funds they are no longer eligible to receive. For tuition fee enquiries, call the Finance Office on 01522 583794, for maintenance related enquiries, call Student Advice on 01522 583600, or email [studentadvice@bishopg.ac.uk](mailto:studentadvice@bishopg.ac.uk).

### Council Tax

If you withdraw from your studies you are strongly advised to contact the relevant local authority's Council Tax office for guidance regarding Council Tax. Please also note that if the local authority determines that you must now pay Council Tax you may be eligible for a discount if all other residents do have student exemption. You must make those you share with aware of this change to your status as it may also affect any student discount they have applied for.

### International Students

Permanent withdrawal from your course is likely to affect your permission to remain in the UK. You are strongly advised to seek advice and guidance from the International Coordinator at the University as well as the UK Border Agency.

### Careers, Employability and Enterprise

Students withdrawing before the completion of their course are entitled to use BG Futures Careers, Employability and Enterprise Team support for three months from their formal date of withdrawal from the University. For further advice and information please contact the team on 01522 583605, or email [careers@bishopg.ac.uk](mailto:careers@bishopg.ac.uk)

### Student Advice

If you have issues related to your withdrawal from study that are not directly academic related please contact Student Advice on 01522 583600, or email [studentadvice@bishopg.ac.uk](mailto:studentadvice@bishopg.ac.uk)

### Library

Study resources are very important to help us maintain our resource levels please return any books or resources you currently have on loan as soon as possible. If you are unable to return the items personally please contact the Head of Library Services to discuss alternative arrangements, 01522 583793, email: [emma.sansby@bishopg.ac.uk](mailto:emma.sansby@bishopg.ac.uk).

### Data Protection

All student data is collected, processed and disclosed in accordance with the Data Protection Act 1998 and will be treated as confidential. Any information you provide will only be seen by a small number of University staff who monitor the provision of student services.