

Application to withdraw from your programme of study

SECTION 1 Guidance

Please be aware that students must complete a SR8 form to formally withdraw from the University. If this form is not completed in a timely manner or not completed at all, the student will remain registered and be liable for all payments accruing until the University initiates a withdrawal or programme termination.

Note that the official withdrawal date will be the last date of engagement.

Please refer to the published current Taught Degree Regulations (9 - Interruption of study and withdrawal), and also the guidance in relation to withdrawal dates on the Finance page.

SECTION 2 Student details (to be completed by the student)

First Name: _____ Surname: _____

Student ID number: _____ Programme of Study: _____

Signature: _____ Date (dd/mm/yyyy): ____/____/____

SECTION 3 Withdrawal requested following discussion with programme convener(s)/Academic Guidance Tutor (to be completed by the student)

Reason for withdrawal (please tick as appropriate):

Professional ☐ Domestic ☐ Transfer to another institution ☐ The course was not what was expected ☐

Financial ☐ Medical ☐ Commuting was problematic ☐ University was not for me ☐

I had trouble making friends ☐ Gone into employment ☐ Other ☐ (please specify): _____

This form should be handed to your department office to process

SECTION 4 Department approval (to be completed by the Department)

Programme Convener(s)/AGT	Print name clearly	Signature	Date (dd/mm/yyyy)
Programme Convener/AGT 1			
Programme Convener/AGT 2			

Confirmation of last date of engagement: ____/____/____

For Registry use only

Last date of engagement:

Date Record changed:

Confirmation email to student (both email addresses): ☐

Initials:

Transcript ☐ Date (dd/mm/yyyy): _____

Date Compliance Office informed (if applicable): _____