



GR1b - NOTIFICATION OF WITHDRAWAL FROM COURSE FORM

SECTION A – To be completed by the student (please print clearly)

Student Name: _____ KU ID: _____

Full Course Title: _____ Level: _____ Date of Birth: __/__/__
e.g. BSc (Hons) Biomedical Science 4 year FT with Foundation

Checklist

You should ensure that you do the following information prior to completing this form:

- Students with NHS Bursaries should contact their Faculty Programme Office for the most appropriate form to complete
- All students should refer to the information on Withdrawing in the General Regulations – GR1b: Making Changes to Your Enrolment Status
<http://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/>
- All students should contact the [University's Student Life Centre](#) to discuss implications to your fee liability, funding and loan eligibility and any implications to student visas, where this is applicable.
- All students should contact the Union of Kingston Students for any further support:
support@kingston.ac.uk

SECTION B – To be completed by the student

You should briefly explain below your rationale for withdrawing from your course:

Please tick the applicable reasons for your withdrawal, as applicable:

Personal reasons (2E)		Gone into employment (3A)		Health reasons (07)		External transfer (27)		Other, not specified (6B)	
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SECTION C – To be completed by the student

I confirm that I am aware of the implications of withdrawing from my course, particularly in relation to my fee and funding liability, any future funding and loan eligibility and also the implications to my student visa, where this is applicable.

Student signature:

Date:

SECTION D – *To be completed by the Faculty Student Office*

Date form received:

Action	Date	Initial
Eligibility for Award		
Withdrawal processed via OSIS		
Confirmation email sent to student		
Confirmation email sent to credit control		
CoC sent to SLC		
Exams notified		
Modules: SMS, SMO updated		
Timetabling		
UKVI		
Other		