

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. We will not process retrospective withdrawals.

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

First Name: _____ Surname: _____
 Student ID number: _____ Programme of Study: _____
 Signature: _____ Date (dd/mm/yyyy): ____/____/____

SECTION 3 Withdrawal requested following discussion with programme convener(s)

I wish to withdraw from the University on [date (dd/mm/yyyy)]: ____/____/____

Reason for withdrawal (please tick as appropriate):

Professional Domestic Transfer to another institution
 Medical Financial Other (please specify): _____

This form should be handed to your department office to process

SECTION 4 Department approval

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

Confirmation of withdrawal date: ____/____/____

For Registry use only

Date Record changed: _____ Transcript Date (dd/mm/yyyy): _____
 Initials: _____
 Date Compliance Office informed (if applicable): _____