# **Registry, Academic Services**

# **Request to Permanently Withdraw**

## **Undergraduate Students**

|  |
| --- |
| For additional information, hover over the **highlighted** words or phrases |

|  |
| --- |
| **Section A** is to be completed by the student. **Section B** is to be completed by your School/Department. |

### **Section A - Student**

|  |
| --- |
| 1. **Name:** Click or tap here to enter text. 2. **Student ID:** Click or tap here to enter text. 3. **University email address:** Click or tap here to enter text. 4. **Programme of study:** Click or tap here to enter text. 5. **Which year of your programme are you currently in?** Choose an item. 6. **Reason for withdrawing:**   Medical  Financial  Transfer to another University  Taking up employment  Other/personal reasons   1. **Last date of attendance and/or engagement:** Click or tap to enter a date.   The date from which your withdrawal is effective is your last date of engagement. Engagement includes working towards assessments, attending lectures/tutorials/personal tutor meetings (regarding your studies), and downloading materials from Canvas.  **This form cannot be accepted without this information**. If unsure, please give an approximate date which will be confirmed with your School.   1. **Are you currently living in University-owned accommodation?**   Yes  No   1. **Are you an overseas student?**   Yes  No  If **yes**, complete the section titled ‘To be completed by overseas students’  If **no**, continue to the section titled ‘To be completed by home students’ |

|  |
| --- |
| **To be completed by overseas students:** |
| 1. **Do you currently hold a student route (previously Tier 4) visa?**   Yes  No  **Please note:** If you are a student route visa holder, your right to remain in the UK will be affected by a withdrawal from study. UK institutions are legally required to report any such changes to a student route visa holder’s registration status to UK Visas and Immigration.  You are **strongly** advised to seek further advice from the International Student Team (IST) prior to submitting your request. You should log an enquiry at [www.studenthelp.bham.ac.uk](http://www.studenthelp.bham.ac.uk), including the details of your enquiry and attaching a scan of your current visa. When your enquiry has been received, the IST will send you an email outlining next steps.  Should you decided not to take immigration advice from this specialist service, please be advised that you do so entirely at your own risk.   1. **I understand the above information**   Yes   1. **For US students – Are you in receipt of a federal loan (Stafford or Plus)?**   Yes  No  Please continue to the section titled **‘To be completed by all students’** |

|  |
| --- |
| **To be completed by home students:** |
| 1. **Do you receive a:** (select all that apply)   Student maintenance loan  Tuition fee loan  Birmingham grant/scholarship  Please continue to the section titled **‘To be completed by all students’** |

|  |
| --- |
| **To be completed by all students:** |
| 1. **Declaration: I confirm that I understand the implications of permanently withdrawing from the University**   **Student signature:** Click or tap here to enter text.  **Date:** Click or tap to enter a date. |

|  |
| --- |
| **End of Section A. Student section completed.**  You will now need to send the form to the School/Department that you areleaving. |

**Section B – To be completed by your School/Department**

|  |
| --- |
| 1. **Signature of Home Department** (confirming last date of engagement)   **Signature (print name):** Click or tap here to enter text.  **Date:** Click or tap to enter a date.  **End of Section B** |

|  |
| --- |
| **End of document** |