

**Registry, Academic Services Request to Permanently Withdraw**

For Postgraduate Taught/Lifelong Learning Students

Permanently withdrawing from your studies means that you have decided to stop studying at the University and that you have no intention of returning to continue your programme of study in the future. Withdrawing from the University will have financial and visa implications.

If you are considering permanently withdrawing from the University, you are strongly advised to meet with your Personal Tutor for advice and guidance before making a final decision.

[Sources of help and advice (birmingham.ac.uk)](https://intranet.birmingham.ac.uk/as/registry/policy/conduct/help/index.aspx)

Other sources of help and advice available:

Advice via [www.studenthelp.bham.ac.uk](http://www.studenthelp.bham.ac.uk/)

If after seeking advice you still wish to withdraw, you should complete this form and return it to **your School/Department**. You will then receive email confirmation from Taught Student Administration confirming your withdrawal from studies to the email address provided below.

**Last date of attendance and/or engagement: This form cannot be accepted without this information. If unsure, please give an approximate date which will be confirmed with your School.**

*..…dd…/…mm..…/…yy……*

|  |  |
| --- | --- |
| **Name:** | **Student ID Number:** |
| **Programme of Study:** | **Year of Study (e.g.Year 2)** |
| **Email Address:** | **Telephone Number:** |

Reasons for withdrawing (optional)

Please provide further information if you wish:

Medical [ ]

Financial [ ]

Transfer to another University [ ]

Taking up employment [ ]

Other/personal reasons [ ]

**Funding Information**

**Loans**

Do you receive a: (please tick)

Postgraduate Loan (PGL) administered by Student Finance England? [ ]

Are you in receipt of a federal loan (Stafford or Plus)? [ ]

Student Support Number (SSN):

(E.G.BRMM01234567X) ………………………..

**Permanently withdrawing from study may affect your tuition fee liability. If you would like information regarding the financial implications for your withdrawal, please visit** [**Tuition Fee Liability - University of Birmingham**](https://www.birmingham.ac.uk/undergraduate/fees/pay-tuition/tuition-fee-liability-semesters.aspx) **or email** **tsa@contacts.bham.ac.uk**

**Accommodation:**

Are you currently living in University accommodation?

YES/NO (delete as appropriate)

**Student Visa Holders Information**

Do you currently hold a student route (previously Tier 4) visa?

Yes [ ]  No [ ]  Not Applicable [ ]

**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. All UK institutions are legally required to report any 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 decide not to take immigration advice from this specialist service, please be advised that you do so at entirely your own risk.**

Student Declaration: I confirm that I understand the implications of permanently withdrawing from the University

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

…………………………………………………………………………………………………………….

Signature of Home Department

(Confirming last date of engagement)

|  |  |
| --- | --- |
| **Signed:** | **Date:** |