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.

**Other sources of help and advice available:**

ARC (Advice and Representation Centre) based in the Guild of Students.

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 **Student Information Team**, in the Student Hub, Aston Webb, C Block (R.7 on the campus), OR post it to **Taught Student Administration**, Registry, University of Birmingham, Edgbaston, Birmingham B15 2TT.

Once your record has been updated you will receive confirmation to the email address provided below.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID Number:</th>
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<tbody>
<tr>
<td>Programme of Study:</td>
<td>Year of Study (e.g.Year 2)</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Telephone Number:</td>
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</tbody>
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**Reasons for withdrawing (optional):** Please provide further information if you wish:

- Medical
- Financial
- Transfer to another University
- Taking up employment
- Other/personal reasons
Please note: If you are a visa student, your right to remain in the UK will be affected by a withdrawal from study. All UK institutions are now legally required to report any changes to an international student’s registration status to UK Visas and Immigration. You are strongly advised to seek further advice from the International Students Team (IST) prior to submitting your request. You should log an enquiry at www.studenthelp.bham.ac.uk When you email us tell the IST all the key elements of your enquiry and include 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 Visa Information

Do you currently hold a Student Visa?

Yes ☐ No ☐ Not Applicable ☐

Accommodation:

Are you currently living in University accommodation?

YES/NO (delete as appropriate)

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)

Withdrawing from your programme may affect your tuition fee liability. If you would like information regarding the financial implications for your withdrawal, please email ts@contacts.bham.ac.uk
Declaration: I confirm that I understand the implications of permanently withdrawing from the University

Signed: ____________________________  Date: ________________

Signature of Home Department

Signed: ____________________________  Date: ________________