Before completing this form you should speak to your Course Leader and/or Personal Support Tutor for relevant advice and guidance about your withdrawal request. Failure to complete all relevant sections may cause a delay in processing. Please submit the form to the Student Enquiry Desk or email it to [universitystudies@wsc.ac.uk](mailto:universitystudies@wsc.ac.uk) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Withdrawal Request (to be completed by student) | | | | |
| Student Name |  | | **Student ID** |  |
| Signed |  | | **Date** |  |
| Current course |  | | | |
| Withdrawal date |  | | | |
| Email address (to send confirmation of withdrawal to) | |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **To be completed by University Studies Staff** | | | | | | |
| Please tick whichever is appropriate | Withdrawn |  | Non-Starter |  | Non-Enroller |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Reason for ending: (Please tick one reason only) | | | | | |  |
| Academic fail |  | Financial |  | Wrong career |  | Course Leader Signature |
| Transfer to other institution |  | Financial sanctions (Debtor) |  | Other |  |  |
| Health |  | Personal |  | Completed intended credit |  | HE Officer Signature |
| Deceased |  | Employment commitments |  | Wrong institution |  |  |
| Exclusion |  | Written off after lapse of time |  | Wrong course |  | **Please ensure evidence of withdrawal date is provided** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **To be completed by CIS/Finance** | | | | | | | |
| No Fee Change required (please tick if appropriate) |  | | Initials |  |  |  |  |
| Original Fee Payable | £ | |  | Revised Fee to be Charged (calculate from withdrawal date) | £ |  |  |
| How are student fees being paid? *(Please indicate by ticking appropriate box(es))* | Student | |  | SLC\* |  | Sponsor |  |
| \*SFE CoC Requested (if applicable): | Date |  | |  | | | |
| Signature |  | | | | Date |  | |