



**REQUEST TO WITHDRAW FROM STUDIES**

<b>Name</b>	
<b>Email</b>	
<b>Course</b>	

<b>Student number</b>	
<b>Contact number</b>	
<b>Visa Expiry Date (if Applicable)</b>	

<b>Would you like to</b>	
<b>Temporarily withdraw from studies (yes/no)</b>	
<p>Please Note: You normally may <b>not</b> intercalate more than halfway through the semester / term</p>	
<b>Permanently withdraw from studies (yes/no)</b>	
<b>Expected return date</b>	
<p><i>Please enter in the month and year you expect to return. For example — Jan 2010, Mar 2010, Sep 2010 etc.</i></p> <p>-----</p> <p><i>I cannot accept the form unless the expected return date has been entered; it <u>can</u> be changed at a later date.</i></p>	
<b>Date of withdrawal</b>	

What reasons led you to withdraw from the course?		Please tick as many boxes as are relevant	
The course was very different from what I expected		Dissatisfaction with my academic studies generally	
Dissatisfaction with a specific element of my academic studies e.g.: timetabling problems, if so, please state below *		Relationship with tutor or research group	
		Placement failure	
Transfer to another institution – as unhappy with course		Transfer to another institution – distance /travel problems	
Academic failure		Exclusion (by the University)	
Financial problems		To avoid getting into financial problems	
Accommodation problems		Distance / Travel problems	
Social problems with other students		Personal isolation	
Family reasons		Medical reasons	
Confidential personal reasons		Found employment	
<b>Other – please state</b>			

<b>* Was there one main reason? If so, what was it?</b>
<b>PTO</b>

**What were the main contributing factors? – Additional information**

*Time taken whilst Intercalating / suspending studies will count as part of your overall Registration period*

*Your record cannot be updated until we have received this form*

**Declaration**

I confirm the details given are correct and all relevant sections have been completed.

If you have a University of Worcester student ID card please return it with this form

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Registry Staff Only**

Staff		Date/s Issued			Date Received					
Withdrawal Status	I/IPD		W / WPD		'LE' AWD		Reason Code		Fee Code	
Updated	S.I.T.S		'O' Drive		<b>Exit Award</b>					
	S.A.O.		Other		Change of Circumstances Completed		Form		Online	
Notes										

*If you choose to temporarily withdraw from your studies please remember that you will need to re-register via your SOLE page prior to re-starting your course of study — failure to Register may result in your permanent withdrawal from the course without refund.*

*If you need assistance completing this form please contact [studentrecords@worc.ac.uk](mailto:studentrecords@worc.ac.uk) or phone 01905 - 855516*