

**Before you request to either withdraw or intercalate (take a break from your studies), please read the following information.**

**(For Pre-Reg Nursing and Midwifery students please ensure you understand the implications before submitting the form)**

Seek advice before making any decisions about leaving your course and check the following 'thinking about leaving' information:

<http://www.worc.ac.uk/howisitgoing/846.htm>

### **Withdrawing**

- For students on teacher training courses, it is **imperative** that you see your Course Leader
- For Pre-Reg Nursing and Midwifery students you **MUST** see your Progression/Programme Lead **before** withdrawing from your course either permanently or temporarily. "Failure to do so **will** result in receiving bursary and grant payments fraudulently and the requirement to payback monies"

All other students should also talk over their options with either module or course tutor, or with their personal tutor.

- For any international students with a student visa, the University will inform the UKBA when any student withdraws from their course.
- If you are excluded from your course by an exam board due to academic failure you will have to wait 2 years before applying to return

**Reminder** – records cannot be updated until the Student Records office has received your completed form. This means that you will still be liable for fees until the form is returned, and that you will still be expected to submit work in this period. If we do not have the form to action, your results will stand for any work due.

### **Intercalating**

If you feel that you need to take a temporary break from your studies, you also need to complete the form. However, this should only be for serious reasons such as ill-health, as there may be consequences to consider. For instance, your course may not be able to offer the same modules when you return. Also there are financial implications eg, you are not normally able to claim benefits while intercalating.

For any student who wishes to intercalate, there is normally a deadline of half way through the current term or semester. If you encounter difficulties after this time, it is more appropriate to make a claim for mitigating circumstances.

**For Pre Reg Nursing and Midwifery students:-** (please refer to information above). You **MUST** see your Progression/Programme Lead **before** intercalating **“Failure to do so will result in receiving bursary and grant payments fraudulently and the requirement to payback monies” or have a shortfall for the remainder of the course upon your return.** If intercalation has been agreed by Progression/Programme Lead a detailed letter will be sent to you outlining your return plan. Students **MUST** complete a new Health check form and pay for a new CRB \* check **BEFORE** returning from any period of intercalation. Failure to do so will result in NO allocation of placement. Please refer to letter sent by Progression/Programme Lead to contact Registry for both forms to be sent to you **prior** to your return.

\* **This also applies to Teacher Training students (please check with Institution)**

If intercalating, please be aware that there is a maximum period of registration for any course. This means that you have to complete your course within a specific time.

### Undergraduate courses:

Credit on entry	HNC/Cert HE		FD/HND/DipHE		Degree with Honours	
	Full time	Part time	Full time	Part time	Full time	Part time
None	2 years	4 years	4 years	8 years	6 years	12 years
60 credits	1 year	2 years	3 years	6 years	5 years	10 years
120 credits	N/A	N/A	2 years	4 years	4 years	8 years
160 credits	N/A	N/A	1 year	2 years	3 years	6 years
240 credits	N/A	N/A	N/A	N/A	2 years	4 years
300 credits	N/A	N/A	N/A	N/A	1 year	2 years

\* **Nursing and Midwifery students usually have a maximum 5 years to complete from the start if no AP(E)L**

### Postgraduate courses:

Credit on entry	PG Cert		PG Dip		Masters	
	Full time	Part time	Full time	Part time	Full time	Part time
None	1 year	2 years	2 years	4 years	3 years	6 years
30 credits	1 year	2 years	2 years	4 years	3 years	6 years
60 credits	N/A	N/A	1 year	2 years	2 years	4 years
120 credits	N/A	N/A	N/A	N/A	1 year	2 years

Please remember to check your University email account as this will be the method of communication we use to contact you.

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