WITHDRAWAL FROM STUDIES FORM FOR ALL

POSTGRADUATE RESEARCH STUDENTS

BEFORE COMPLETING THE FORM, PLEASE READ THE GUIDANCE NOTES OVERLEAF

# A: BACKGROUND INFORMATION

|  |  |  |
| --- | --- | --- |
| Your Full Name: | | Your Student ID No: |
| Your Home Address: | | Your Contact Telephone No: |
| Your degree [MPhil / PhD / Ed D] | | Your current mode of attendance [full-time or part-time] |
| How are your fees paid? | Are you an International Student on a student visa?  **(If you are an International Student in the UK on a student visa you will need to speak to an immigration adviser at your institution before your withdrawal can be confirmed.)** | |

**B: WHY DO YOU WISH TO WITHDRAW FROM YOUR STUDIES?**

|  |
| --- |
| Please select **one** of the following  Finance reasons  Health reasons  Issues related to your studies  Accommodation issues  Personal reasons  Transferring to another HEI (please name)  Taking up employment  Other (please specify) |
| When was [or will be] your last date of study? | |
| Your Signature and Date: | |
| Signature of your Primary Supervisor [with Date]: | |

**When Sections A & B are completed, the Director of Studies should forward the form to the Head of School/ University Moderator for your institution and the PGR Administration team (PGR@hope.ac.uk)**

**C: OUTCOME OF YOUR REQUEST [FOR UNIVERSITY USE]**

|  |
| --- |
| Confirmation by Student Administration that the student database has been amended, and the student has been issued a formal notification of the outcome.  Date: |

**GUIDANCE NOTES**

* Withdrawal from Studies is a serious step. Therefore, **Liverpool Hope University expects you to discuss your position with your Director of Studies before completing this form**. It may be that he or she can suggest a solution that doesn’t involve withdrawal.
* You are also strongly advised, before completing the form, to discuss your proposed withdrawal with student finance advisers at your institution and, where appropriate, the people/organisations responsible for paying your fees.
* If, after discussing the matter with your Director of Studies, you still wish to withdraw, you should both jointly complete the form. When the completed form is received by Liverpool Hope University’s Student Administration Team your record will be amended to reflect your withdrawal.
* If you are an international student in the UK on a student visa you will need to speak to an immigration adviser before the withdrawal can be confirmed.
* If it is not possible to contact your Director of Studies, you can approach another member of your Supervisory Team instead.
* It is **essential** to follow the procedures in these notes, because we can only authorise cancellation of your tuition fees when you have formally withdrawn via the correct procedures. **If you simply cease to pursue your research without following these procedures, you will remain liable to pay your tuition fees for the remainder of the academic session.**