## NOTICE OF INTENTION TO WITHDRAW

Students who wish to withdraw from their programme of study are required to complete this form. Before completing the form, please read these guidance notes.

**Advice**

Withdrawing from your studies is a big decision and we want to ensure that you are making the right choice for you and for your future. If you are considering permanently withdrawing from your programme, please discuss it with us before you make your final decision. We can help you to identify alternative options open to you by reviewing how you might use University procedures to support you to achieve your preferred outcome or assisting you to identify relevant support, which may help you remain on your programme.Before finalising your decision to withdraw, you should consult with either your [Academic Tutor](https://www.reading.ac.uk/essentials/Study/Academic-Tutors), [School Director of Academic Tutoring](https://www.reading.ac.uk/essentials/Study/Academic-Tutors/School-Directors-of-Academic-Tutoring%20) or Programme Director. Your [Student Support Coordinators](https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Support-Arrangements/student-support%20) or the Henley Helpdesk or [ISLI](https://www.reading.ac.uk/ISLI/isli-homepage.aspx) will be able offer you advice on any alternative options available and/or the financial implications of withdrawing.

**Accommodation Team**

If you have a contract in a Hall of Residence, the Accommodation Office can offer advice on cancelling your accommodation contract, and any charges related to vacating your room. Contact the Accommodation Office in the Carrington Building. Contact: [accommodationonline@reading.ac.uk](mailto:accommodationonline@reading.ac.uk); <https://www.reading.ac.uk/essentials/Accommodation/University-Accommodation/How-can-we-help/Cancel-your-accommodation-contract> . Please note that the Accommodation Team require evidence of withdrawal from your Support Centre and cannot backdate cancellations**. IMPORTANT: You will continue to be charged accommodation costs until you have completed their contract cancellation form.**

**Information for Tier 4 /** **Student Route Visa holders**

Any change to your student status, such as withdrawing from your studies, could affect your immigration status in the UK. The University is required to report any changes in status to the Home Office UK Visas and Immigration and you may be advised or required to leave the UK. The University’s International Student Advisory team can provide guidance and advice to Tier 4 / Student Route Visa holder students who wish to withdraw from their studies. E: [immigration@reading.ac.uk](mailto:immigration@reading.ac.uk); T: 0118 378 8038; <https://www.reading.ac.uk/essentials/international>

Other sources of support are available if you wish to discuss your decision and/or your future plans:

**RSU**

For academic, housing, money and general advice contact RSU Reception in the Students’ Union or book an appointment through RSU’s online portal: [www.rusu.co.uk/advice](http://www.rusu.co.uk/advice).

**Student Welfare Team**

When you are contemplating leaving University you may feel like talking about what this will mean to you and how you feel about starting a new way of life. The Student Welfare Team can help you with any personal difficulties you may experience during your time at the University. <https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Support-Arrangements/Welfare>

**Hall Wardens**

If you are in a Hall of Residence your Hall Warden may be consulted about any matters relating to your welfare. <https://www.reading.ac.uk/essentials/Accommodation/University-Accommodation/How-can-we-help/Wardens-and-Hall-Mentors>

**Medical Practice**

Withdrawing from your course may well be a decision, which has to be taken on medical grounds. <https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Medical-and-general-health/Local-GPs>

**Careers**

If you need advice regarding your future plans, please contact Careers to arrange a time for a personal discussion. E: [careers@reading.ac.uk](mailto:careers@reading.ac.uk), T: 0118 378 8359, [www.reading.ac.uk/careers](http://www.reading.ac.uk/careers).

**The Chaplains**

The Chaplaincy is based around the work of the [chaplains](http://www.reading.ac.uk/chaplaincy/MeettheChaplains/chap-meet_1.aspx), a friendly group of men and women drawn from local churches who offer support to students, whatever their religious beliefs.

Website: <https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Religious-and-spiritual-care>

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|  |  |
| --- | --- |
| Student Number: Click here to enter text. | Year of Entry: Click here to enter text. |
| Surname: Click here to enter text. | First Name(s): Click here to enter text. |
| Home Address: Click here to enter text. | Term Time Address Click here to enter text. |
| Mobile/Home Number: Click here to enter text. | Home Email: Click here to enter text. |
| Are you being funded by Student Finance (Yes/No)? Choose an item. | |

|  |  |
| --- | --- |
| **International Students Only** | |
| Do you have a Tier 4 / Student Route visa to study in the UK (Yes/No\*) | Choose an item. |
| |  | | --- | | \*If yes, withdrawing from this course could affect your immigration status in the UK and the University is required to report changes in status to the Home Office UK Visas and Immigration. Please see the International Student Advisory Team for detailed immigration guidance (contact details are provided in the attached notes.) | | |
| |  | | --- | | If you have a Tier 4 / Student Route visa to study, what are your plans after withdrawing from this course\*\* | |  | | |
| Leave the UK | Apply for a new visa to remain in the UK: |
| |  | | --- | | Please provide more detail about your travel plans, or plans to apply for new leave to remain in the UK below: | | |
| Click here to enter text. | |
| |  | | --- | | \*\*Please note that the University is required to pass this information to the Home Office. | |  | | |

I wish to withdraw from the programme for the following reason:

**Please tick**

|  |  |
| --- | --- |
|  | Health reasons |
|  | Financial Reasons |
|  | Gone into Employment |
|  | Transferring to another course at the University of Reading |
|  | Transferring to a different institution |
| Please state institution name: Click here to enter text. | |
| Other reason (academic / Social / Personal): please state: Click here to enter text. | |

**Students Resident in University Accommodation**

I understand that if I withdraw from my course, I may not be permitted to remain resident in my University accommodation and will be liable for any accommodation and early termination charges. By signing this form I agree to the Accommodation Team being made aware of my intention to withdraw and am aware that I still need to complete their contract cancellation form. <https://www.reading.ac.uk/uor-forms/accommodation/accommodation-contract-cancellation> . **I understand that it is my responsibility to notify the Accommodation Team of my Intention to withdraw at the earliest opportunity.**

**Declaration**

I will return to the University Library any books or other materials that I have on loan. I will inform my Sponsor (if any) of my decision and the date of my withdrawal. If applicable, I will also inform the Accommodation Team.

|  |  |
| --- | --- |
| **My last date of attendance**:Click here to enter a date. | |
| **Signature**: | **Date form submitted to the Student Support Coordinator or Henley Helpdesk or equivalent**:  Click here to enter a date. |

Please note that the date of withdrawal is normally the date of receipt of the completed Notice of Intention to Withdraw Form by the Student Support Coordinator or Henley Helpdesk or equivalent.

Requests for retroactive withdrawal will not normally be considered. If, however, you were neither attending nor engaging with your studies and were not able to submit the Notice of Intention to Withdraw form due to hospitalisation, incarceration or equivalent physical or mental incapacity, then a statement which details the reason for the lateness of the request must be submitted in addition to the Notice of Intention to Withdraw form. Statements must be substantiated with evidence. These requests will be reviewed by the School Director of Academic Tutoring and considered by the Teaching & Learning Dean.

If you are submitting your Notice of Withdrawal via email, please ensure that you use your University of Reading student email account.

Once your withdrawal has been processed, a letter of confirmation will be sent to your personal and student email addresses recorded on the RISIS portal.

**Before you submit your form:**

You are strongly encouraged to discuss your decision with relevant academic staff within your School. Your School wishes to support you when you are making your decision and ensure that you understand the options available to you and the impact of withdrawal. Before your withdrawal is processed, your School will be alerted to your intention to withdraw and may contact you to discuss this.

If you do not wish your School to be made aware of your intention to withdraw, please tick here.

Have you notified (If applicable):

|  |  |
| --- | --- |
| Accommodation Team / Hall Warden – **IMPORTANT failing to notify the Accommodation Team may have financial implications** |  |
| Disability Advisory Service (DAS) |  |
| Your Sponsor |  |
| Immigration Service |  |

Please mark the check box to answer yes (if applicable) to the following:

|  |  |
| --- | --- |
| Are you waiting assignment/assessment results? |  |
| Are all parts of this form fully completed, signed and dated? |  |

|  |
| --- |
| **UNIVERSITY staff notes** |
| Click here to enter text. |