Before completing the form please read the information on page 2

Graduate Research Student Withdrawal

revised March 2019

**A** NAME in full (use capital letters)……………………………………………………………………………………….Mr/Mrs/Miss/Ms

STUDENT NUMBER

COLLEGE ………………………………………………....................…………………………………………………………………………………

PROGRAMME ……………………………………………………………………………………………………………………...................……….

FEE STATUS (please circle): Home & EU International

Date of entry …………………………………………...… Full-time / Part-time / Continuation status (please circle)

Have you received a scholarship for fees and/or maintenance for your studies from a sponsor or Research Council? YES / NO.

If YES, please give details ……………………………………………………………………………………………….....................................……

Do you receive fees and/or maintenance from the US Federal Aid Scheme? YES/NO

##### B Information concerning your withdrawal from the University

I wish to withdraw with effect from:

The University recognises that the reasons for wanting to withdraw from the University are often complex and sensitive, but you are requested to indicate below the primary reason for withdrawal.

* To transfer to: Name of Institution…………………………………….......………..……..Date of transfer……………………….

🞎 On medical grounds 🞎 To go into employment

🞎 For financial reasons 🞎 Unsuited to programme

🞎 For other personal reasons 🞎 Other………………………………………......…………….……………..

The University would be grateful to receive any further information that would help it to improve its academic provision and support services to students.

If you would be prepared to provide, on a confidential basis, further information on request, please tick the box 🞎

###### C Signatures

1. Signature of Student…………………………………………………………………………...........……....……....Date………....…………...

2. Signature of Supervisor…………………………………………..……….……………….….................………….Date……..……........……

3. Library Staff Member: Print Name………….....……...……....……….Signature: ............................................Date………...............…..

(see point 6 overleaf)

###### D For international students only – see point 7 overleaf

International Student Adviser: Approved / Not Approved (please delete as appropriate)

Print Name………………………………………………………………………………........……...………Date……………...………...........…..…..

Signature……………………………………………………………………….……………..........………................................................................

###### E Accommodation (*for students in University accommodation only*)

Are you in University Accommodation? YES / NO

**If YES, please visit the Student Information Desk as soon as possible to negotiate the release of your accommodation.**

Residence and room number.…………………...…...…… Agreed final date in accommodation

Accommodation Office Signature........................................................Print Name…………..………………….Date…………..………

***Please return the form and UniCard to the Research Administration Office in the College who will complete section F.***

###### F To be completed by College Administration

Last day in attendance (to be completed by College Office)

Associate Dean of Research or designated deputy – PRINT NAME...….…......................……………………………..……..……....…………

Signature……………………………………………..........….…………………………………..……...............……... Date……......……….…...…

**Step 1:** Complete your details in Section A and reason for withdrawal in Section B

**Step 2:** Sign the form and visit your College to get a signature from your Supervisor in Section C

**Step 3:** Visit the Library and return any books and pay outstanding fines (Section C)

**Step 4:** International students need to obtain an International Student Adviser’s signature in Section D. Please email [sid@ex.ac.uk](mailto:sid@ex.ac.uk) to make an appointment, with ‘**withdrawal’ and your name and student number in the subject line**.

**Step 5:** If you are in University Accommodation visit the Student Information Desk to discuss completion of Section E

**Step 6:** Return the form and your UniCard to the Postgraduate Secretary in your College for Section F to be completed

Important information for students withdrawing from the University of Exeter

**There may be serious financial implications if you withdraw from your studies at Exeter. You are strongly advised to consult the College before completing this form.**

Please also read the following document which gives guidance on all matters relating to your status and periods of study:-

## [Statement of Procedures: Periods of Registration and Changes to Registration Status for Graduate Research Students](http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Gpgrregproc.pdf)

1. **Withdrawal:** On termination of registration, you will cease to be a student of the University of Exeter and all academic rights and responsibilities are ended. You are reminded that any fees and fines owed to the University at withdrawal remain due.
2. **Tuition fees:** Please refer to the document entitled ‘Fees, Payment Deadlines and Debt Recovery Procedures’ to be found at <http://admin.exeter.ac.uk/calendar/live/finance/>
3. **Students in Debt:** Please contact the Student Information Desk ([sid@exeter.ac.uk](mailto:sid@exeter.ac.uk)) without delay to make appropriate arrangements to settle your debt to the University of Exeter.
4. **Scholarships & Studentships:** If in receipt of a University of Exeter scholarship, please contact your College as you may be liable for tuition fees and/or maintenance payments. If in receipt of a Research Council funded studentship you need to indicate this in part A, and the nominated contact will inform the Research Council.
5. **US & Canadian Loans:** If you are in receipt of a US/Canadian Loan the University of Exeter may be required to return part of your funding. Please contact the Student Information Desk ([sid@exeter.ac.uk](mailto:sid@exeter.ac.uk))
6. **Library:** It is your responsibility to contact the library to clear your library record before withdrawing. Please note that any fines due are payable prior to your withdrawal
7. **Tier 4 visa holders:** be aware that withdrawing from the University will impact your Tier 4 visa as the University is legally obliged to inform UK Visas and Immigration (UKVI) that you are no longer a registered student. This will lead to your visa being curtailed (shorten) to 60 days. If you have any concerns or questions, contact International Student Support on [sid@exeter.ac.uk](mailto:sid@exeter.ac.uk).
8. **Accommodation Charges:**  You must vacate your room on the official date of leaving the University. You will be required to pay the full charges to your University of Exeter accommodation up to the date that you vacate your room. Please contact the Student Information Desk who will confirm with the Accommodation Office the date that you expect to leave: you will be liable for accommodation charges if you do not confirm this date, vacate your accommodation and return the keys to the relevant residence reception. For more information please refer to the University of Exeter Residents Handbook 2012. <http://www.exeter.ac.uk/accommodation/currentstudents/residenthandbook/>
9. **Other:** Once you leave the course, you cease to be considered as a student. You may then be eligible for social security benefits. The Student’s Guild Advice Unit can give you further advice on this. You may also become liable for Council Tax, depending on where and with whom you live.
10. **Address Details:** Please ensure we have your correct home and correspondence address details on record by login in to MyExeter - [www.my.exeter.ac.uk](http://www.my.exeter.ac.uk). Please amend as necessary or email [sid@exeter.ac.uk](mailto:sid@exeter.ac.uk) if you cannot access MyExeter.

**General advice:** Students’ Guild Advice Unit - 01392 723520 (Exeter Campuses) or FXU Advice Service - [advice@fxu.org.uk](mailto:advice@fxu.org.uk) (Cornwall Campus)

**Academic advice:** Contact your College

**Financial / Accommodation advice:**

Student Information Desk [sid@exeter.ac.uk](mailto:sid@exeter.ac.uk); 08444 724724 (UK); +44( 0) 1392 724724 (International) (Exeter Campuses)

or [Cornwall-finance@ex.ac.uk](mailto:Cornwall-finance@ex.ac.uk) / [accommodation@fxplus.ac.uk](mailto:accommodation@fxplus.ac.uk) (Cornwall Campus)

**Library Advice:** 01392 723867 (Exeter Campuses), 01326 370441 (Cornwall Campus)