

## Student Services

Please return this form to your Student Support Coordinator or  
Henley Helpdesk or ISLI



# 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, School Director of Academic Tutoring or Programme Director. Your Student Support Coordinators or the Henley Helpdesk or ISLI will be able offer you advice on any alternative options available and/or the financial implications of withdrawing.

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

### RUSU

For academic, housing, money and general advice contact RUSU Reception in the Students' Union or book an appointment through RUSU'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>

### 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.

### 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, 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>

### 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>

# NOTICE OF INTENTION TO WITHDRAW

Students who wish to withdraw from their programme of study are required to complete this form. However, before doing so, please read the attached guidance notes.

Student Number:	Year of Entry:
Surname:	First Name(s):
Home Address:	Term Time Address
Mobile/Home Number:	Home Email:
Are you being funded by Student Finance? Yes <input type="checkbox"/> No <input type="checkbox"/>	

INTERNATIONAL STUDENTS ONLY	
Do you have a Tier 4 / Student Route visa to study in the UK (Yes/No*)	
*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 <input type="checkbox"/>	Apply for a new visa to remain in the UK: <input type="checkbox"/>
Please provide more detail about your travel plans, or plans to apply for new leave to remain in the UK below:	
**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**

<input type="checkbox"/>	Health reasons
<input type="checkbox"/>	Financial Reasons
<input type="checkbox"/>	Gone into Employment
<input type="checkbox"/>	Transferring to another course at the University of Reading
<input type="checkbox"/>	Transferring to a different institution
Please state institution name:	
Other reason (academic / Social / Personal): please state:	

**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. I understand that it is my responsibility to notify the Accommodation Team of my withdrawal.

**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.

<b>My last date of attendance:</b>	
<b>Signature:</b>	<b>Date form submitted to the Student Support Coordinator or Henley Helpdesk or equivalent:</b>

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	<input type="checkbox"/>
Disability Advisory Service (DAS)	<input type="checkbox"/>
Your Sponsor	<input type="checkbox"/>
Immigration Service	<input type="checkbox"/>

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

Are you waiting assignment/assessment results?	<input type="checkbox"/>
Are all parts of this form fully completed, signed and dated?	<input type="checkbox"/>

**UNIVERSITY STAFF NOTES**

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