# NOTICE OF INTENTION TO WITHDRAW (PGR)

All sections of this form must be completed. The completed form should be submitted to the **Doctoral Research Office (**[**dro@reading.ac.uk**](mailto:dro@reading.ac.uk)**)**  for consideration by the Head of the Doctoral Research Office.

Further information for students considering withdrawing their registration can be found at the end of this form.

## TO BE COMPLETED BY THE STUDENT

Please note that by submitting this form you are confirming that you are fully aware of the implications of withdrawing your registration.

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| **Student name** | Click or tap here to enter text. |
| **Student number** | Click or tap here to enter text. |
| **School/Department** | Click or tap here to enter text. |
| **Programme** | Click or tap here to enter text. |
| **Mode of attendance** | Choose an item. |
| **Registration start date** | Click or tap to enter a date. |
| **Do you hold a UK visa?** | Choose an item. |

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| **Date of withdrawal** | Click or tap to enter a date. |
| **Statement giving reasons for withdrawal** | Click or tap here to enter text. |
| **Have you discussed this with your supervisor?** | Choose an item. |

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| **Are you in receipt of a studentship/scholarship?** | Choose an item. |
| **Name of funding body** | Click or tap here to enter text. |
| **Has the funding body been informed?** | Choose an item. |

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| **Signature of student** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

## TO BE COMPLETED BY THE SCHOOL/DEPARTMENT

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| **Statement of support from supervisor (if necessary)** | Click or tap here to enter text. |

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| **Name of supervisor** | Click or tap here to enter text. |
| **Signature of supervisor** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

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| **Name of School/Dept Director of PGR Studies OR Director of Research** | Click or tap here to enter text. |
| **Signature of School/Dept Director of PGR Studies OR Director of Research** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

## TO BE COMPLETED BY THE DOCTORAL RESEARCH OFFICE

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| **Approved?** | Choose an item. |
| **Approved by Head of Doctoral Research Office** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

**INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS CONSIDERING WITHDRAWING THEIR REGISTRATION**

## 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 either your School/Department or the Doctoral Research Office before you make your final decision. This may 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.

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: [Advice & support](https://readingsu.co.uk/advice-&-support).

**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: [Guidance and support](https://www.reading.ac.uk/essentials/Support-And-Wellbeing).

**Hall Wardens**

If you are in a Hall of Residence your Hall Warden may be consulted about any matters relating to your welfare: [Wardens and Hall Mentors](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. Please contact the Accommodation Office in the Carrington Building: [Cancel your accommodation contract](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 and cannot backdate cancellations.

**Medical Practice**

Withdrawing from your programme may well be a decision which has to be taken on medical grounds[: Local GPs and dentist](https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Medical-and-General-Health-Support/Local-GPs).

## FEES AND RESEARCH EXPENSES

As per the University’s Fees Policy, if you withdraw from your studies then your tuition fees will be recalculated pro-rata rounded up to the nearest month. Research expenses will be reviewed by your School/Department and may be reduced if there are unused funds for the project.

## STUDENTSHIPS

If you are in receipt of a studentship paying a maintenance grant (or stipend) which is administered by the University then, your funding will cease from the date of your withdrawal. If you withdraw part-way through a stipend quarter, you will normally be required to repay any overpayment from the date of withdrawal.

## COUNCIL TAX

Please be aware that once you withdraw from your programme, you will no longer be a student at this University and will cease to qualify for council tax exemption/reduction; you will, therefore, be liable for council tax from your date of withdrawal. Please ensure that you inform your Local Authority of this change.

## IMMIGRATION

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 and you may be advised or required to leave the UK. Please contact the Doctoral Research Office to discuss the implications that a withdrawal may have on your immigration status.

Last Updated: 20 October 2023