|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| REQUEST FOR WITHDRAWAL  FROM FURTHER EDUCATION COURSE | | | | | | | | | | | |  | | | | |
| **Student Name:** | |  | | | | | | | **Student ID:** | | |  | | | | |
| **Course:** | Extended Diploma in Creative Practice | | | | | | | | **Year of Study:** | | | | | 1 | | |
| **Last Date of Attendance:** | | |  | / |  | / |  | **Date Notified:** | |  | / | |  | | / |  |

The following procedure must be followed as soon as you know that you wish to withdraw before the end of your course and can only be authorised in writing on the recommendation of the Course Leader. You should also speak to the Finance department regarding any outstanding tuition fees.

1. **COMMENTS OF THE COURSE LEADER**

|  |
| --- |
|  |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Reason for withdrawal:** | | | | | | | | | | | | | | | | |  | gone into employment | | |  | transfer LAU course | |  | made redundant | | |  | | financial | | | |  | other personal reason | | |  | transfer out of LAU\* | |  | medical | | |  | | exclusion | | | |  | Transfer out to meet government strategy | | | | | | | | | | | | | | | | *\* If transferred to another institution:* | | | | | | | | | | | | | | | | | Name of institution: | | |  | | | | | | | | | | | | | | Course: | |  | | | | Date study will commence: | | |  | / | |  | | / |  | |
| **Unit information:**   |  |  | | --- | --- | | **Unit title** | **Achieved in current year?** | | Unit 1: The Creative Process |  | | Unit 2: Developing Creative Practice |  | | Unit 3: Responding to a Set Brief |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Signature of Course Leader:** |  | **Date:** |  | / |  | / |  | |

1. **FINANCE/ FUNDING IMPLICATIONS** *(Course Administrator to complete with guidance from PMI and Finance)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fee status:**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Paid fee (full) |  | Paid fee (instalment) |  | International fee |  | Adv. Learn. Loan | |  | FW 16-18 |  | FW First Level 3 |  | FW other | | |   **Fee implications** (to be advised by Finance):  **Funding implications** (to be advised by PMI): |

**Withdrawal from Course of Study - Frequently Asked Questions**

***Do I still have to pay course fees?***

If you are a fee paying student, you will be liable to pay any outstanding course fees for the academic year. If you are in receipt of an Advanced Learner Loan, you will be liable for any remaining course fees that are not covered by the loan. The Finance department will be able to advise you and will confirm in writing following withdrawal. Student Finance (Adv. Learner Loan) can be contacted on 0300 100 0607.

***What should I do with loan equipment?***

University equipment on loan to you should be returned as soon as possible and at the latest by your last day of attendance.

***When should I return my library books?***

They should be returned straight away and any outstanding fines paid.

***When do I return my student I.D. card?***

Please return your card to Reception on your last day as you will no longer be a student.

***What about my student e-mail address?***

Your e-mail address will be deleted. Please ensure that you have a copy of anything you may need in future.

***Do I have a formal end date?***

Your formal end date is your last date of attendance at a taught session. Your Course Leader will advise.

***Do I have any academic credits?***

If you achieved any units, you will receive a transcript of study from the Awarding Body in the Summer.

***I have booked a trip/visit and paid my deposit – what happens now?***

You should speak to your Course Administrator to see if you are entitled to a refund.

***I am a student representative, who should I tell?***

You should contact the Students’ Union Liaison Officer so that another representative can be found.

***Who should I give my new contact details to?***

You should ensure that your Course Administrator has your new contact address, current e-mail address and telephone number.

***I’m an overseas student – what happens to my visa?***

As you are not going to be a student we are legally required to inform the Home Office (UKV&I) that you are not studying with us anymore. Even with a current visa you will not have a valid reason to stay in the UK so you will need to return to your home country. The International Office will be able to advise you.

***What about my accommodation?***

You will need to talk to your landlord if you are in private accommodation or the manager at the halls of residence or Unipol. Your contract is with them and not the University. The Academic Registrar will be able to advise you.

1. **ACCOMMODATION IMPLICATIONS** *(Course Administrator to complete with guidance from Academic Registrar)*

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Signature of student:** |  | **Date:** |  | / |  | / |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Office use only:**   |  |  |  |  | | --- | --- | --- | --- | | **Course admin:** | Confirmation letter to student □ | Removed from Clickatell □ | Registers updated □ | | **PMI:** | Agresso updated □ | ILR updated □ | Informed FE W/D group □ | |