

# Request for withdrawal from Further Education course

The [procedure for requesting a withdrawal](https://portal.leeds-art.ac.uk/content/process-students-requesting-withdrawalsuspension-studies-fe) must be followed as soon as you have decided that you wish to leave the course. You should read the *Frequently Asked Questions* at the end of this form.

A withdrawal can only be authorised on the recommendation of the Course Leader.

Student: Student name

Student ID: Student ID

Course: Select course

Last date of attendance: Select date

Date notified: Select date

## Comments of the Course Leader

Input details of the reasons for withdrawal

Reason for withdrawal:

[ ]  exclusion / academic failure [ ]  financial [ ]  gone into employment [ ]  made redundant

[ ]  medical [ ]  other personal reason [ ]  transfer to LAU course [ ]  transfer out of LAU \*

[ ]  transfer out to meet government strategy

\* If transferred to another institution:

Name of institution: Name of new institution

Title of course: Title of course at new institution

Date study will commence: Date the student will start new course

## Achievement on current course

Tick the units the student has completed and achieved on the current course:

[ ]  Unit 1: The Creative Process

[ ]  Unit 2: Developing Creative Practice

[ ]  Unit 3: Responding to a Set Brief

[ ]  Unit 4: Researching a Specialist Industry Practice

[ ]  Unit 5: Specialist Technical Skills Development

[ ]  Unit 6: Specialist Creative Outcome

## Finance / funding implications

*Course Administrator to complete with guidance from PMI and Finance, if required.*

Fee status:

[ ]  FW 16-18 [ ]  Advanced Learner Loan [ ]  paid fee (full) [ ]  paid fee (instalment)

[ ]  international fee [ ]  FW first Level 3 [ ]  other if other, input detail

Fee implications: Details of any fee implications, to be advised by Finance

Funding implications: Details of any funding implications, to be advised by PMI

## Accommodation implications

*Course Administrator to complete with guidance from Academic Registrar, if required.*

Details of any accommodation implications, e.g. if the student lives in student halls

## Signature confirmation

Signature of student: Student to sign / input name Date: Select date

Signature of Course Leader: Course Leader to sign / input name Date: Select date

**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 (studentfinance@leeds-art.ac.uk). If you are in receipt of the Advanced Learner Loan, you can get advice from Student Finance England 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 email address and IT account?**

Your email address and IT account will be deleted. Please ensure that you have a copy of anything you may need in future, e.g. work from Google Drive or your student account.

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

Your formal end date is your last date of attendance at a taught session.

**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 current contact address, email 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 UK Visas and Immigration agency (UKVI) 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 Internationalisation team will be able to advise you (internationalisation@leeds-art.ac.uk).

**What about my accommodation?**

You will need to talk to your landlord if you are in private accommodation, the manager at your halls of residence or Unipol. Your contract is with them and not the University and there may be financial implications if you end your tenancy. The Course Administrator will be able to advise you.