# Process for Students Requesting a Withdrawal/Suspension of Studies

**Student** enquires about withdrawing/suspending their studies

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**Course Leader / Deputy Course Leader** arranges to meet with the student in person to discuss reasons for wishing to withdraw/suspend and informs the Course Administrator of the request.

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**Course Administrator** liases with Finance (if the student is liable for fees) and PMI (if the student is suspending their studies) re. any financial and funding implications and prepares *Request for Withdrawal/Suspension of Studies* form.

Administrator also checks the student's term-time address and notifies the Academic Registrar if the student lives in halls of residence.

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**Course Leader / Deputy Course Leader** meets with the student to discuss academic implications of withdrawing/suspending and, if it is agreed that they are to withdraw/suspend, completes section 1 of the *Request for Withdrawal/Suspension of Studies* form.

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**Student** returns *Request for Withdrawal/Suspension of Studies* form to the **Course Administrator**. **Student** speaks to Finance (if applicable) and, if they live in halls of residence, to the Academic Registrar for advice.

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**Course Administrator** completes section 2 of the form with guidance from Finance and PMI and section 3 with guidance from the Academic Registrar, if applicable, following their discussions with the student.

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**Student** reads *Frequently Asked Questions* and, if they still wish to request a withdrawal/suspension, signs the form.

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**Course Administrator** sends a confirmation of withdrawal/suspension of studies letter to the student's permanent address, and sends the completed withdrawal/suspension form to PMI for processing.

*Updated January 2020*