Withdrawal from Studies Form

Please print in block capitals or type

Surname [ ] First Name(s) [ ]

Student number [ ] Department [ ]

Programme of Study (e.g. BSc in Politics) [ ]

Last date of engagement with programme -
This should be the date of the last supervision/ seminar/ lecture you attended or last date of active study for distance learning programmes.
Please note that this date will be checked against your department’s records. It is important that your last date of engagement is accurately recorded as this information will be communicated to sponsors/finance providers/ internal departments as appropriate.

Reason for leaving
Please see the website (http://www.york.ac.uk/students/studying/manage/plan/) for where you can go for advice

Academic [ ] Wrong Programme [ ]
Employment [ ] Wrong University [ ]
Financial [ ] Moving closer to home [ ]
Health (Mental Health) [ ] Health (Physical) [ ]
Other health Reasons [ ] Personal reasons [ ]

Other reason [ ] (please state)

Transferring to another University [ ] (please state which University and which programme you are transferring to)
Have you discussed your withdrawal from studies with your supervisor or department? **YES / NO**

There may be ways in which we can support you rather than withdrawing from your studies so we would recommend that you speak to your supervisor or department administrators before withdrawing.

**University Accommodation**

Do you currently live in University accommodation? – **YES / NO**

If yes, Clause 34 from the terms and conditions of your residence agreement entitles you to vacate your accommodation once you have given the appropriate notice. The notice period is given in clause 34. Please read this clause by following the View your Booking link on www.york.ac.uk/accommodation.

Room number:  

College:  

Your notice period will be from the date Accommodation Services receives a copy of this form from you. You will be charged the notice period **plus a £120 fee** to cover our additional costs for your early departure.

If you vacate earlier than the end of the notice period, you will be charged up to the end of the notice period. If the date your student record changes to withdrawn or the date you vacate and return your keys goes beyond the notice period you will be charged up to the later date.

Please remember to send a copy of this form to Accommodation Services at the address indicated below.

**Declaration and Signature**

I confirm that I am leaving the University of York and I have obtained the necessary advice and information I need to make this decision.

**Tier 4 students:** I understand that my withdrawal will be reported to the UKVI and that my sponsorship will be curtailed. I understand that I will need to leave the UK or arrange an alternative visa and that it is recommended that I should consult with Immigration Advice before withdrawing.

Signed  

Date  

For your security, we can only accept this form as confirmation that you are leaving when we receive either a signed paper copy, or an electronic version of this form sent from your University email address, or an email address held on your student record.

In all cases, please send a copy of this form to student-records@york.ac.uk or Registry Services, University of York, Heslington, York, YO10 5DD.

If you live in University accommodation, **ALSO** send a further copy of this form to accommodation@york.ac.uk or Accommodation Services, University of York, Heslington, York, YO10 5DD.

**What happens Next?**

We will send a letter to your home address, University and personal email accounts (if on your record) confirming your withdrawal from the University of York and your last recorded date of engagement. We will inform the library, student finance, your department and the Fees Office of your withdrawal and they will contact you directly regarding your exit where necessary.