

## Recommendation for Termination of Enrolment

This form must be sent from the Chair of Board of Studies/Combined Chair of Board of Studies/Graduate Chair University email address or the Chair must be copied into the email for the termination to be processed.

### Student details *Please type or print in block capitals*

First name  Surname

Student number  Department

Tier 4 visa holder (International students only)  (tick box if yes)

Programme of Study

(e.g. BSc in Politics)

Current year of study   
e.g Year 1

Last date of attendance  /  /   
/ active study

Source of funding (if in receipt of studentship/scholarship/student loan)

Tier 4 visa holder?  (tick box if yes)

Changes must be notified to the Home Office within 10 days of the University approving any changes in the Tier 4 visa holders' circumstances, **which will cause the visa to be curtailed.**

Details and date of last known contact with Department by student

**Please give details of all attempts to contact student** i.e. how contact was attempted, by whom, which address was used

Date sent:	Details: For example email, letter, registered letter and any other contact – including dates of communication

**Please give details and dates of any formal warnings**

**Date of final warning letter (if any)**

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**Are there any known medical or compassionate grounds or equal opportunities issues which should be noted? If so, please give details.**

Please attach copied of any relevant correspondence for SCC to consider (e.g letters sent to student, or email correspondence from student).

**To be completed by the Chair of the Board of Studies/Chair of Combined Board of Studies/Graduate Chair**

**Chair name**  
(please print)

**Signed**

**Date**

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