

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	
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Date of final warning letter (if any) / /

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