



# Withdrawal from Studies

**This form must be completed by any student choosing to withdraw permanently from studies at the University of Edinburgh.**

You have the right to withdraw voluntarily from the University. By submitting this form, you are formally instructing the University to process your permanent withdrawal from studies.

## Advice

We strongly encourage you to discuss your intention to withdraw with your Personal Tutor (undergraduate students), Personal Tutor or Programme Director (postgraduate taught students), or Principal Supervisor (postgraduate research students), who can provide support and advice on your situation. In some cases, there may be alternatives to permanently withdrawing from the University which you may wish to consider, for example requesting to take an Authorised Interruption of Study for a period:

<https://www.ed.ac.uk/students/academic-life/study-interruption>

## Submitting this form

To confirm your intention to withdraw please email this completed form to: your Personal Tutor (undergraduate students), Personal Tutor or Programme Director (postgraduate taught students), or Principal Supervisor (postgraduate research students). You must email the completed form **only** from your University email account and **not** from a personal email account.

## To be completed by the student wishing to withdraw:

I wish to withdraw from my studies at the University of Edinburgh on the date shown. I understand the implications of this action as shown below:

- After the date of withdrawal I will no longer be a student at the University of Edinburgh and will have no access to the University's facilities.
- If I hold a grant or scholarship I must inform my sponsor(s) immediately.
- If I hold a Tier 4 visa, and I withdraw from my studies, I understand that it is highly likely that my visa will be shortened and the Home Office will limit my permission to stay in the UK to 60 days. (Students should seek advice from the Student Immigration Service before making any decisions to withdraw from studies: <https://www.ed.ac.uk/student-administration/immigration>)
- I agree to pay any outstanding sums of money due to the University of Edinburgh, and will contact the Finance Department to find out what they are and to arrange payment: <https://www.ed.ac.uk/finance/students>
- I accept that, if I re-apply for study at the University of Edinburgh I must do so using the university's normal admission procedures and I may not necessarily be accepted. If I am, then the academic credits I have accrued to date may not necessarily be used in full for any accreditation of prior learning that may be applied at that time.

Date:

Student's name:

Matric No:

I wish to withdraw from this date:

*Note: This date cannot be in the past*



# Withdrawal from Studies

Please indicate your reason for withdrawing by marking the appropriate box below:

Academic	<input type="checkbox"/>	Financial	<input type="checkbox"/>	Transfer to other institution	<input type="checkbox"/>	Personal	<input type="checkbox"/>
Other	<input type="checkbox"/>	Illness	<input type="checkbox"/>	I prefer not to say	<input type="checkbox"/>		

### For School Use:

The Personal Tutor, Programme Director, or Supervisor should seek to contact the student to offer to discuss their withdrawal, and pass the completed form to the relevant Student Support Team, Graduate School office, or equivalent.

Name of PT/Programme Director/Supervisor  Date

Schools must notify Student Systems of the withdrawal by submitting an online programme change request: [www.ed.ac.uk/student-systems/support-guidance/admin-support-staff/programme-change-request-form/programme-change-request-form-location](http://www.ed.ac.uk/student-systems/support-guidance/admin-support-staff/programme-change-request-form/programme-change-request-form-location)

Schools will keep a copy of this form for their records.

*Withdrawal form received, school records amended accordingly, and Student Systems notified.*

Name of School Officer  Date

### Document control

If you require this document in an alternative format please email <a href="mailto:Academic.Services@ed.ac.uk">Academic.Services@ed.ac.uk</a> or telephone 0131 650 2138.	Date last reviewed: 12.11.19
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