



Withdrawal from Studies

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

This is a formal statement of intent, and after its receipt the university will take the action shown below. Students are urged to discuss their withdrawal issues with their Personal Tutor (UG), Personal Tutor or Programme Director (PG Taught), or Principal Supervisor (PG Research) before completing this form.

Students wishing to withdraw should email this completed form to: their Personal Tutor (UG), Personal Tutor or Programme Director (PG Taught), or Principal Supervisor (PG Research). Please note that to ensure the verification of the form's originator you must email the completed form **only** from your university email account and **not** from your personal email account. Colleges may require withdrawing students to sign a copy subsequent to interview by the appropriate member of staff.

After noting the withdrawal requests the school should email a copy to the relevant college office as shown below:

- a. CAHSS: PG: hssp@ed.ac.uk UG: hss.enquiries@ed.ac.uk
- b. CSCE: PGR: CSE.Progression@ed.ac.uk UG/PGT: CSE.Progression@ed.ac.uk
- c. CMVM: PG: mvm@ed.ac.uk UG: mvm@ed.ac.uk

To be completed by the student wishing to withdraw:

Date:

Student's name: Matric No:

College: School:

Degree Type: Degree Programme:

I wish to withdraw from this date:
Note: This date cannot be in the past

I wish to withdraw from my studies at the University of Edinburgh on the date shown. I understand the impact 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 International Office before making any decisions to withdraw from studies – email: immigration@ed.ac.uk)
- 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.
- 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.



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My reasons for withdrawing are as follows (please mark the appropriate box):

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"/>		

Signature of student (if required – see notes at the top)	<input type="text"/>	Date	<input type="text"/>
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For School Use:

Withdrawal form received, school records amended accordingly, and form emailed to college.

Name of School Officer

Date

For College Use

Withdrawal form received from school, and college records amended accordingly.

Student Systems notified of the withdrawal with submission of an information request to change a record via the EUCLID online form: www.ed.ac.uk/student-systems/support-guidance/admin-support-staff/programme-change-request-form/programme-change-request-form-location

This form is also accessible via -

www.studentsystems.ed.ac.uk/staff/Support/User_Guides/Student_Administration/School_College/Director_of_Studies/Request_student_programme_change.html

Name of College Officer

Date

Document control

If you require this document in an alternative format please email Academic.Services@ed.ac.uk or telephone 0131 650 2138.

Date last reviewed:
14.11.16