

## APPENDIX 1: SUSPENSION OF STUDIES & WITHDRAWAL POLICY

### WITHDRAWAL FROM STUDIES FORM

This form is for fully enrolled students who wish to withdraw from their studies completely.

Name		Student ID Number	
Course		Date of birth	
Mode (FT / PT)		Telephone number	
Year		Personal email	

Reason for withdrawing (please tick one box):				Academic Reasons	Progress	
Domestic (personal/family issues)	<input type="checkbox"/>	Financial	<input type="checkbox"/>	Other (note below)		
Professional	<input type="checkbox"/>	Health	<input type="checkbox"/>			
Are you transferring to another university? (Please delete as appropriate)						Yes / No
Course		Institution				

#### Signatures

Student			
Signature		Date	

Staff			
Either: Form received from student.			
Or: I certify that the student has ceased to attend the course without formally notifying the Registry Office or has been withdrawn for insufficient academic progress			
Signature		Date	