# 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 Progress Reasons |  |
| Domestic (personal/family issues) | |  | Financial | |  | Other (note below) |  |
| Professional | |  | Health | |  |  |  |
| 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I certify that the student has ceased to attend the course without formally notifying the Registry Office or has been withdrawn for insufficient academic progress | | | |  |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 |  | |