Before completing the form please read the following information carefully

**There may be serious financial implications if you withdraw from your studies at Exeter. You are strongly advised to consult your PGR Support Team before completing this form.**

Please also read the following document which gives guidance on all matters relating to your status and periods of study:-

[TQA: Periods of Registration and Changes to Registration Status for Graduate Research Students](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/%22%20%5Cl%20%22withdrawal)

1. **Withdrawal:** On termination of registration, you will cease to be a student of the University of Exeter and all academic rights and responsibilities are ended. You are reminded that any fees and fines owed to the University at withdrawal remain due.
2. **Tuition fees:** Please refer to the document entitled ‘Fees, Payment Deadlines and Debt Recovery Procedures’ to be found at http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/finance/
3. **Outstanding Balances:** Please contact the Student Information Desk (sid@exeter.ac.uk) without delay to make appropriate arrangements to pay any outstanding balances due to the University of Exeter.
4. **Scholarships & Studentships:** If in receipt of a University of Exeter scholarship, please contact your College as you may be liable for tuition fees and/or maintenance payments. If in receipt of a Research Council funded studentship you need to indicate this in part A, and the nominated contact will inform the Research Council.
5. **US & Canadian Loans:** If you are in receipt of a US/Canadian Loan the University of Exeter may be required to return part of your funding. Please contact the Student Information Desk (sid@exeter.ac.uk)
6. **Student Finance England Doctoral Loans**: If you are in receipt of a doctoral loan from Student Finance England (SFE), the university will notify SFE of your withdrawal and your loan payments will cease. It is your responsibility to discuss your withdrawal and the implications on your loan with your loan provider.
7. **Other Loans, Scholarships and Sponsorship**: It is your responsibility to discuss your withdrawal and how it will affect your funding with your funding provider. The University will not negotiate the terms of your withdrawal with your funding provider on your behalf.
8. **Library:** It is your responsibility to contact the library to clear your library record before withdrawing. Please note that any fines due are payable prior to your withdrawal
9. **Tier 4 visa holders:** be aware that withdrawing from the University will impact your Tier 4 visa as the University is legally obliged to inform UK Visas and Immigration (UKVI) that you are no longer a registered student. This will lead to your visa being curtailed (shortened) to 60 days. If you have any concerns or questions, contact International Student Support on sid@exeter.ac.uk.
10. **Accommodation Charges:**  You must vacate your room on the official date of leaving the University. You will be required to pay the full charges to your University of Exeter accommodation up to the date that you vacate your room. Please contact the Student Information Desk who will confirm with the Accommodation Office the date that you expect to leave: you will be liable for accommodation charges if you do not confirm this date, vacate your accommodation and return the keys to the relevant residence reception. For more information please refer to the [university accommodation site](http://www.exeter.ac.uk/accommodation/).
11. **Other:** Once you leave the course, you cease to be considered as a student. You may then be eligible for social security benefits. The Student’s Guild Advice Unit can give you further advice on this. You may also become liable for Council Tax, depending on where and with whom you live.
12. **Address Details:** Please ensure we have your correct home and correspondence address details on record by login in to [iExeter](http://www.exeter.ac.uk/students/iexeter/). Please amend as necessary or email sid@exeter.ac.uk if you cannot access [iExeter](http://www.exeter.ac.uk/students/iexeter/).
13. Please refer to the University Calendar for reference to the full Finance Regulations at:

http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/finance/

**General advice:** Students’ Guild Advice Unit - 01392 723520 (Exeter Campuses)

FXU Advice Service - advice@fxu.org.uk (Cornwall Campus)

**Academic advice:** Contact your PGR Support Team (see your [College Handbook](http://www.exeter.ac.uk/doctoralcollege/support/studenthandbook/) for details)

**Financial advice:** Student Information Desk sid@exeter.ac.uk;

0300 555 0444 (UK); +44(0) 1392 724724 (International)

**Accommodation advice:** sid@exeter.ac.uk (Exeter Campuses)

accommodation@fxplus.ac.uk (Cornwall Campus)

**Once you have completed the form below, please return it to your PGR Support Team (see your** [College Handbook](http://www.exeter.ac.uk/doctoralcollege/support/studenthandbook/) **for details)**

**Section 1 Student details**

**Your details**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Student Number** |  |
| **Programme** |  |
| **Fee Status**  | [ ] Home/EU [ ] International  |
| **Date of entry** |  |
| **Mode of Attendance**  | [ ] Full Time [ ] Part Time (Please confirm FTE) [ ] Continuation Status 0.5 0.6 0.7 0.8 0.9 |

**Finance and Funding:** Please read points 2-7 above

|  |  |
| --- | --- |
| **Have you received a scholarship for fees and/or maintenance for your studies from a sponsor, the University of Exeter or Research Council?**  | [ ] Yes [ ] No If yes, please state: |
| **Do you receive fees and/or maintenance from the US Federal Aid Scheme?**  | [ ] Yes [ ] No  |
| **Are you in receipt of a Doctoral Loan from Student Finance England (or a loan from another loan provider)?** | [ ] Yes [ ] No  |

**Information concerning your withdrawal from the University**

|  |  |
| --- | --- |
| **I wish to withdraw with effect from:***Please note that this date may be amended by student records* | Dd/mm/yyyy |
| The University recognises that the reasons for wanting to withdraw from the University are often complex and sensitive, but you are requested to indicate below the primary reason for withdrawal. |
| **For the following reason** | [ ]  To transfer to another institution. Name of institution:[ ]  On medical grounds[ ]  For financial reasons[ ]  To go into employment[ ]  Unsuited to the programme[ ]  Other personal reasons[ ]  Other (please state)  |
| The University would be grateful to receive any further information that would help it to improve its academic provision and support services to students. |
| **Would you be prepared to provide, on a confidential basis, further information on request?**  | [ ]  Yes [ ]  No |

**Section 2 Signatures**

|  |
| --- |
| **Student**[ ]  Signature OR [ ] Submission via email (attached) |
| **Supervisor** [ ]  Signature OR [ ] Submission via email (attached) |
| **Library member of staff** [ ]  Signature OR [ ] Submission via email (attached) |
| **International Student Advisor** (*if applicable*)Are you an international student or here on a University sponsored visa? [ ]  Yes [ ]  NoIf YES, please visit the Student Information Desk as soon as possible to discuss the implications of withdrawal on your visa[ ]  Signature (International Student Advisor) OR [ ] Submission via email (attached) |
| **Accommodation** (*for students in University Accommodation only*)Are you in University Accommodation? [ ]  Yes [ ]  NoIf YES, please visit the Student Information Desk as soon as possible to negotiate the release of your accommodation.[ ]  Signature (Accommodation Officer) OR [ ] Submission via email (attached) |

Please return the completed form (with signatures or email confirmation from the relevant departments) to the PGR Support Office, who will complete the final section.

**Section 3 For completion by PGR Support**

|  |
| --- |
| Student’s last day in attendance: *(If the student is withdrawing after a period of interruption, their last day in attendance is the final day of their interruption, or the date that this form is received, whichever is sooner*)  |
| **Pro-Vice-Chancellor & Executive Dean of College** or designated deputy [ ]  Signature OR [ ] Submission via email (attached) |