All students considering withdrawal should discuss their circumstances with their personal tutor AND relevant Registry Officer. The date of signature will be the date of withdrawal and it should be noted that liability for any fees remains in the period prior to this date. Please refer to the Interruption, Withdrawal or Transfer of Studies Procedure for further information.

**Student Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

Surname: Student ID:

Forename(s): Date of Birth:

Programme Name:

Course Code: Academic Year: Choose an item.

Year of Study: *i.e. Y1* Mode of Attendance: Choose an item.

(include full session code)

**To be completed by the student or registrar signing the form**

Reason for withdrawal - please indicate the primary reason that applies.

*If more than one reason applies, please add the code to the 'other' box.*

[ ] Employment [ ] Did not like local [ ] Too Many [ ] Written off after lapse

(new job) (23) environment (61) commitments (55) of time (08)

[ ] Employment [ ] Course [ ] Personal illness (54) [ ] Death (51)

(lost job) (21) dislike (14)

[ ] Moved from area (53) [ ] Course [ ] Health Reasons (63) [ ] Exclusion (09)

 (content) (15)

[ ] Financial reasons (52) [ ] Course [ ] Family Reasons (59) [ ] Does not wish to

 (too difficult) (12) retake (05)

[ ] Accommodation [ ] Course [ ] Other personal reasons [ ] Failed to return from

Problems (04) (other reasons) (17) & dropped out (50) interruption (25)

[ ] Transfer to another [ ] Other (99)

Institution (03) (please specify)

**Signature & declaration**

**In signing this form I confirm that I am withdrawing from Buckinghamshire New University from the date of signature and acknowledge any liability for fees I may have**

**I, as an authorised employee of Buckinghamshire New University, confirm the student is to be withdrawn from the date of signature/date stipulated below \**please delete as necessary***

Signature: Date:

Date of withdrawal IF NOT date of signature. This will only apply in limited circumstances.

Add a note below to explain why this date should apply:

**For Student Centre Use Only**

Date Record amended: Date Student Finance Informed:

Notes: