

Notification of Withdrawal

Please refer to the notes on the last page of this document before completing this form.

SECTION 1: STUDENT DETAILS

Full Name:	
Student Number:	
Provision	Choose item
Programme:	
Year of Programme: (1/2/3)	Year 1
Programme Leader:	
Last date of attendance:	Click or tap to enter a date.

Further Information: *please include details of your study not covered above eg. Has student repeated a year? Is student currently on a time-out? Are there completed units/Modules you would like to claim from this year?*

SECTION 2: REASON FOR LEAVING (please tick all that apply)

- ☐ Transfer to another Higher Education Institution
- ☐ Internal Transfer to another course
- ☐ To seek employment
- ☐ Mental Health
- ☐ Financial
- ☐ Personal
- ☐ Medical
- ☐ Other reason

Further Information: *please give details on the above if appropriate.*

SECTION 3: VISA/BURSARY/AWARD

Do you currently hold a Student Visa? ☐ Yes ☐ No

Are you in receipt of a South Essex bursary or fee waiver or Hardship Fund? ☐ Yes ☐ No

Is student eligible for drop down award?
(this should be confirmed with HE Examinations prior to completing this form). ☐ Yes ☐ No

Implications of withdrawal have been discussed with student ☐ Yes ☐ No
If no please provide explanation in SECTION 4

SECTION 4: STAFF ONLY – If student has been non-contactable for a period of time and withdrawal is recommended.

- ☐ Attendance & Engagement Policy has been followed
 - ☐ HE Support has been advised
 - ☐ Attempt to contact via all means possible (email, phone, letter)
 - ☐ Next of Kin has been contacted (if yes please give details /reasons below)
 - ☐ Department Manager has been advised
- Student has been non contactable since [Click or tap to enter a date.](#)

Further Information:

STUDENT DECLARATION:

I have read the guidance notes below and I understand the implications of withdrawing from my Programme of study at the institution.

Student Signature:

Date: [Click or tap to enter a date.](#)

If student has been uncontactable, signature of HE Examinations & Assessment Officer or Director of HE Operations.

Staff Printed Name:

Signature of Programme Leader:

Date: [Click or tap to enter a date.](#)

Programme Partnership Manager:

Signature of Programme Partnership Manager:

Date: [Click or tap to enter a date.](#)

Guidance Notes:

As you are thinking about leaving your course here we strongly recommend that you consult firstly with your Programme Leader. You may also wish to speak with either the HE Student Support Team.

The staff in these services are very experienced and may be able to offer help and support, to enable you to overcome any difficulties you may have. If, however, you have made the decision to withdraw for whatever reason, then you must notify us in writing of your intention to leave your course by completing this withdrawal form.

Please note:

- It is essential that you inform us of your last date of attendance so that your record can be updated.
- Your last date of attendance must not be during a college vacation.
- If you are resident in University/College Accommodation, you must also inform, in writing, your intention to withdraw from the course to the Accommodation Office. You must ensure that you have read and understand the terms and conditions of leaving your accommodation when withdrawing from the course and this is found on their website [Accommodation | South Essex College](#)
- If you hold a Student Visa, your right to remain in the UK will be affected by your withdrawal from study and your visa will be curtailed. We are under a legal obligation to report any changes to the registration status of an overseas student to UK Visas and Immigration. You are advised to seek further information from the International Department.
- All students must ensure that they have read and understood the tuition fee refund policy, which is found on [HE Policies, Procedures and Downloads | South Essex College](#)
- If you are a student with Student Finance Funding and you wish to withdraw permanently you will need to think carefully about how this may affect your funding. Information can be found on their website [Student Loans Company - GOV.UK \(www.gov.uk\)](#) We will inform the Student Loans Company that you have withdrawn however it is your responsibility to make them aware of your withdrawal in the first instance to ensure payments are not released in the interim.