Change in Circumstances: Withdrawal Form

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Please ensure that you read the Change in Circumstances Guidance before completing this form.

This form is only for students who are requesting to Withdraw from the College. If you wish to transfer to another programme within the College, or request a Break in Studies, please complete one of those forms.

If you are the recipient of a Tier 4 visa, you must speak with the Visa and Immigration Compliance Manager before submitting the form to SAS.

Once completed, please send it to sas@nchlondon.ac.uk

### *Sections 1 – 5 must be completed by the student who wishes to withdraw*

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| **Section 1: Student information** |
| Student ID number |  |
| First and middle names |  | Surname |  |
| NCH email address |  |

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| **Section 2: Programme information** |
| Programme of study | (*e.g. BSc Economics with Philosophy; BA PPE Economics)* |
| Programme start date |  | Level of study |  |
| Reason for withdrawal (please provide full details)e.g. transfer to another institution/medical reasons, etc. |  |

| **Section 3: Evaluation**  |
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| What have you most enjoyed about your programme? |  |
| Which part of the programme did you least enjoy? |  |
| How do you think the programme can be improved? |  |
| Was the programme challenging? |  |
| Do you feel that you have been supported throughout your studies and the withdrawal process? Please provide examples. |  |
| What have you enjoyed most about being a student at the College? |  |
| Do you have any further comments or suggestions regarding student life at the College? |  |

| **Section 4: Destination**  |
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| Engaged in a course of study, training or research |  |
| Paid work for an employer |  |
| Self-employment/freelancing |  |
| Running my own business |  |
| Developing a creative, artistic or professional portfolio |  |
| Voluntary/unpaid work for am employer  |  |
| Taking time out to travel |  |
| Caring for someone (unpaid) |  |
| Retired |  |
| Unemployed and looking for work |  |
| Doing something else |  |

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| **Section 5: Student Declaration** |
| **I confirm that:*** **I have been informed of fee implications.**
* **I confirm that I have received information, advice and guidance in relation to my withdrawal.**
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| Student Signature |  |
| Date |  |

*Section 6 must be completed by the Learning and Assessment Support Officer (LASO)*

| **Section 6: LASO Declaration** |
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| **I confirm that the student has been given information, advice and guidance regarding their withdrawal from the College.** |
| Learning and Assessment Support Officer (name) |  |
| Signature |  |
| Date |  |

*Section 7 must be completed by the Head of Faculty (HoF)*

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| **Section 7: HoF Declaration** |
| **I confirm that I have discussed the request with the student and acknowledge their withdrawal from the College.** |
| Last date of attendance |  |
| Head of Faculty (name) |  |
| Signature |  |
| Date |  |

*Section 8 must be completed by the Visa and Immigration Compliance Manager (VICM) (for Tier 4 and International students only)*

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| **Section 8: VICM Declaration** |
| **I confirm that the student has been given immigration advice**  |
| Visa and Immigration Compliance Manager (name) |  |
| Signature |  |
| Date  |  |

*Section 9 must be completed by the Registrar*

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| **Section 9: Declaration** |
| Registrar (name) |  |
| Signature |  |
| Date  |  |

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| **Title: Change in Circumstances: Withdrawal Form** **Approved by: Quality Team** |
| Version number | Date approved | Date published  | Author  | Location | Proposed next review date |
| 2.2 | January 2020 | January 2020 | ASC | Academic Handbook/policies and procedures/ general | January 2022 |
| 2.1 | April 2019 | April 2019 | LASO | Academic Handbook/policies and procedures/ general | January 2021 |
| 2.0 | January 2019 | January 2019 | SWC | Academic Handbook/policies and procedures/ general | January 2021 |
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| Referenced documents | Change in Circumstances Guidance |
| External Reference Point(s) | UK Quality Code Theme: Enabling Student Achievement |