

UNIVERSITY WITHDRAWAL POLICY

General Principles

1. Students withdrawing from the University must complete the online withdrawal process available via Student Affairs and consult the relevant procedures required by the Finance Department.
2. Students who withdraw from the University after Week 1 must decide to withdraw from their courses via the course withdrawal process (see Withdrawing from a Course Policy).
3. Students who leave the University without completing the withdrawal process and who have not requested an official Leave of Absence will be noted as “unofficial withdrawals” in the University systems.
4. Students on Student Route visas who withdraw from the University, and any unofficial withdrawals (as described above) are reported to UK Visas and Immigration (UKVI) as having ceased studying within 10 days of a withdrawal being submitted. Once a visa has been reported students must make plans to leave the UK.
5. Any unofficially or officially withdrawn student wishing to return to studies at the University must apply to Registry Services for re-admission. Students who are on a student visa will need to apply to the University for a new CAS, from outside the UK to make a new student visa application, before they can return to study. Students should allow three months for the visa process.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Visa curtailment and CAS re-application info added	June 2024	01 September 2024
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	