

## WITHDRAWAL FROM STUDIES (TEMPORARY OR PERMANENT)



### REGISTRY

**For use by Faculty Offices and (PGs only) Departments** Please use this form when a student withdraws prematurely from a course of studies, whether permanently (W) or temporarily. (B or BP)

<b>Surname:</b>		<b>First Names:</b>			
<b>Student ID Number:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
<b>Course</b> -----		<b>Year of Course: Mode of Attendance (F/T – P/T – D/L)</b> (e.g. 1, 2)			
<b>Programme</b> -----		-----			
<b>Route</b> -----		-----			
		<b>Module Code</b> ----- (P/T- D/L only)			
<b>Faculty:</b>		<b>Address after withdrawal</b>			
<b>Permanent/Temporary</b> (delete as appropriate):					
<b>Date left course:</b>		<b>Expected Date of Return: (if temporary withdrawal)</b>			
<b>Date of last attendance (if applicable):</b> If the date of last attendance is earlier than the date of leaving the course, was the student absent with the consent of the Faculty?					
<b>Principal Reason</b> (please tick box):					
02	<input type="checkbox"/>	Academic failure	08	<input type="checkbox"/>	Written off after lapse of time
03	<input type="checkbox"/>	Transferred to another Institution	09	<input type="checkbox"/>	Exclusion
04	<input type="checkbox"/>	Health Reasons	10	<input type="checkbox"/>	Gone into Employment
05	<input type="checkbox"/>	Death	11	<input type="checkbox"/>	Other
06	<input type="checkbox"/>	Financial Reasons	98	<input type="checkbox"/>	Course Completed – result unknown
07	<input type="checkbox"/>	Other personal reasons and dropped out	99	<input type="checkbox"/>	Unknown

**In all cases school authorisation is required**

School Signature .....

Date.....

Name in Capitals .....

Comments: .....

<b>N.B. Registry will notify all contacts</b>	
<b>FOR REGISTRY USE ONLY</b>	
<b>Faculty Office/Department (PG's)</b>	<b>Modules</b>
<b>Cash Office</b>	<b>Fees</b>
<b>Residences Office</b>	<b>FTE</b>
<b>Main Library</b>	<b>SWD</b>
<b>Student Advisory Service</b>	<b>Sponsor</b>
<b>Careers Service</b>	

**PLEASE COMPLETE ALL FIELDS – OMISSIONS WILL DELAY PROCESSING**