

## Permanent Withdrawal Form

Withdrawing from your studies means that you have decided to stop studying at Nottingham Trent University and your contract with the University will cease. Prior to completion of this form, it is important that you have discussed your intentions with your course leader as there may be various options available to you other than permanently withdrawing. Withdrawing will have financial and visa implications for international students. Please see the reverse of this form for all sources of support available to students. Once the form is submitted, students should stop attending taught classes and not access any University premises.

### Section 1: Your Details

Surname:	First Name:
NTU ID Number:	Date of Birth:
Course Name:	School Name & Campus:

### Section 2: Reason for withdrawal from your course (please only tick one box)

<input type="checkbox"/> Transfer to another institution	<input type="checkbox"/> Personal reasons
<input type="checkbox"/> Health reasons	<input type="checkbox"/> Employment
<input type="checkbox"/> Financial reasons	

Further comments
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### Section 3: Declaration

I have discussed my reasons for withdrawal with my course leader and confirm I wish to withdraw from my studies at Nottingham Trent University. I have also read and understood the Guidance in section 4.

Student Signature:
NTU Staff Name: NTU Staff Signature:
Date withdrawal form submitted:

### STUDENT INFORMATION:

Please return this form to your School's Administration Team immediately.

### FOR OFFICE USE ONLY:

Please complete an e-arch/CoC Form immediately and send this to [reg.e-arch@ntu.ac.uk](mailto:reg.e-arch@ntu.ac.uk) in order to process the student withdrawal, copying in your College Finance Team who will check the student finances and process any refunds due. Please keep a record with the student file and date stamp this form on receipt.

## Section 4: Guidance

### Leave of absence

If you are not sure that you wish to permanently withdraw from the University, a leave of absence is an option you should consider. Leave of absence (sometimes referred to as a suspension of study or intercalation) may be granted where a student requires a break from their studies for specific reasons (most commonly due to ill health, maternity leave or financial difficulties). In the first instance you should discuss this with your personal tutor or other relevant members of staff in your department.

### Accommodation

Residential accommodation provided or arranged by the University is subject to individual agreements which vary between student residences. Any entitlement to a refund or the waiving of any element of accommodation-related fees shall be as specified in the terms and conditions of the Student's formal Accommodation agreement. If you have any questions about your departure from your accommodation, please contact NTU Accommodation either by going to Newton Student Support Centre, or on +44 (0) 11 5848 2894, or by email to [accommodation@ntu.ac.uk](mailto:accommodation@ntu.ac.uk)

### Finance

Student Finance will calculate any fees that you are owed using the date of withdrawal in the permanent withdrawal form. Students who withdraw after an advance maintenance payment has been made will be asked to repay any funds no longer due. You can call Student Finance on +44 (0)11 5848 2494. You can find further information at [Student Financial Support Services](#). Please also refer to the University's [fee payment conditions](#) and the [terms and conditions](#).

### Council Tax

If you withdraw from your studies, you are strongly advised to contact the relevant local authority's Council Tax office for guidance regarding Council Tax. Please also note that if the local authority determines that you must now pay Council Tax you may be eligible for a discount if all other residents do have student exemption. You must make those you share with aware of this change to your status as it may also affect any council tax exemption they have applied for. You can find further information at [www.ntu.ac.uk/counciltax](http://www.ntu.ac.uk/counciltax)

### International students

If you require student entry clearance or leave to remain (a 'visa') to study in the UK, permanent withdrawal from your course is likely to affect your permission to remain here in the UK. Furthermore, if you are a sponsored student, i.e. you were issued with a CAS by Nottingham Trent University that you used to obtain your Tier 4 visa, and you decide to stop studying, the University is required to stop sponsoring you. We are required to withdraw your CAS, and report your permanent withdrawal from your course to the UKVI. As you would no longer have a valid Tier 4 sponsor, you would then be required to leave the UK. In order to return to the UK to resume your studies, you would need to apply to us for a new CAS in order to apply for a new Tier 4 visa. If you were to try to return to the UK on your old visa, you would be likely to encounter problems on re-entry. If you are intending to switch to another Tier 4 institution within the UK, you must inform the University so that we can let the UKVI know that you intend to continue studying elsewhere. Switching to another Tier 4 institution may mean that you are not required to leave the UK once you have withdrawn from Nottingham Trent and this is something that you should discuss with an immigration adviser at the University. All international students who wish to withdraw permanently from their course are strongly advised to make an appointment to discuss their individual situation with the University's Immigration Service advisers: +44 (0)11 5848 2631 or [int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk)

### Student Support Services

If you have any issues which are not directly academic-related and would like to talk to someone, please contact Student Support Services on +44 (0)115 848 6060; [student.support@ntu.ac.uk](mailto:student.support@ntu.ac.uk) or visit them in person at the [Student Service Centres](#).

### Student Advice Centre

The Information & Advice Service provides an independent, free and confidential advice, information and representation service to all students at Nottingham Trent University. Our staff members are employed by the Students' Union. We can offer impartial advice without the risk of a conflict of interest if you contact us about problems you might face with any aspect of your time at Nottingham Trent University. For further information, please contact [sac@su.ntu.ac.uk](mailto:sac@su.ntu.ac.uk)

### Data Protection

All student data is collected, processed and disclosed in accordance with the Data Protection Act 1998 and will be treated as confidential. Any information you provide will only be seen by a small number of University staff who monitor the provision of student services. If you are funded by a UK Research Council, the University is required to inform the relevant funding body of your withdrawal date and the reasons why you have decided to leave.

### University facilities

Once this withdrawal form has been submitted you will lose all access to University facilities, buildings and NOW. You should refrain from attending any taught classes or accessing University premises after withdrawal.

**Tuition Fees due for Home/EU undergraduate students and those students (on other courses) eligible for SLC tuition fee loan. (Excluding Postgraduate Masters Loans)**

9.1. Students in this category who withdraw part-way through an academic year will be liable for a proportion of the full Tuition Fee for that year on the following basis:

Withdrawal Date	Tuition Fee due to the University
21 days or less from the scheduled start date of the Course for that academic year.	No Tuition Fee will be payable for that year.
More than 21 days after the scheduled start date for the Course for that academic year, but on or before the final day of Term 1.	25% of the full-year Tuition Fee.
During Term 2 of the academic year	50% of the full-year Tuition Fee.
During Term 3 of the academic year	100% of the full-year Tuition Fee

If the Student had already paid more than the amount specified in the table above, he/she would be entitled to a refund of the difference.

Note: This Tuition Fee liability/refund model for Home and EU undergraduate students is consistent with recommendations made by the UK Government's department for Business, Innovation and Skills (BIS).

**Tuition Fees due for other Students**

9.2. With the exception of those covered in section 9.1 above and students enrolled on courses excluded from these fee payment conditions, all students who withdraw part-way through an academic year will be liable to pay a proportion of the full Tuition Fee for that year on the following basis:

Withdrawal Date	Tuition Fee due to the University
21 days or less from the scheduled start date of the Course for that year.	No Tuition Fee will be payable for that year.
More than 21 days after the scheduled start date for the Course for that year.	The amount of Tuition Fee payable will be pro-rata to the proportion of the Course already elapsed in that year (measured in weeks) at the date of withdrawal.

If the Student had already paid more than the amount specified in the table above, he/she would be entitled to a refund of the difference.

Please visit the [Nottingham Trent University Fee Payment Conditions](#) for further details.