

WITHDRAWAL FROM STUDY

We hope that you are able to successfully engage with and complete your studies. Occasionally however situations and circumstances arise which may prompt you to consider withdrawing from your course. At such a time it is always best to discuss the matter with your course tutor and possibly to seek guidance from our University's **Counselling Service**. Additionally our **Student Money Advice** website contains useful information which may assist in informing your decision.

If you nevertheless decide to withdraw, you should read the following information.

As soon as you decide to formalise your withdrawal from study you must give written notification to our University. This notification must be sent immediately upon withdrawal to your course administration staff. Student ID cards should be returned to the **Student Administration Services** at Leighton Hall on our Headingley Campus.

We would recommend that if you do decide to withdraw, you obtain written acknowledgement of the agreed official withdrawal date from your School Office as this is the date upon which any fee liability recalculations will be based.

Students in receipt of a tuition fee loan from the Student Loans Company

Subject to you observing the procedure for withdrawal as detailed above, your tuition fee loan will be reassessed in accordance with national guidelines. Full details can be found in our University's **Student Regulations; Student Contract; Tuition Fee Rules and Guidance** (paragraph 4). Queries should be directed to our **Student Administration Services** located in Leighton Hall at our Headingley Campus.

Sponsored and self-financing students

Subject to you observing the procedure for withdrawal as detailed above, your withdrawal date will be taken into account in determining if a recalculation of your fee liability is appropriate. The reassessment will be based on the number of term time weeks that have elapsed from the official start date for the course up to the official withdrawal date. Further details can be found in our University's **Student Regulations; Student Contract; Tuition Fee Rules and Guidance** (paragraph 4). Individual calculations can be obtained from the **Student Administration Services** located in Leighton Hall at our Headingley Campus.