

Thinking of leaving?

To help you make an informed decision about withdrawing from the University please seek further advice

A lot of students aren't aware of the support that is available for them and end up changing their mind after they leave. We might be able to support you academically, emotionally or help with your finances. There are always options available.

You are likely to be reading this if you have or are considering leaving Wrexham Glyndwr University. If you haven't already you will need to speak to your Personal Tutor and/or Programme Leader. In addition, staff in the Student and Campus Life Team can also support you. It is important that you talk to them before you make your final decision. If you are a WGU online student, please speak to your Student Success Coordinator.

There might be issues the Student and Campus Life Team can help you with before you withdraw from University such as funding, welfare, academic support, counselling and more. They can also help you think through the practical implications of withdrawing from University. You can either attend drop-in sessions or book an appointment.

Feel like you are on the wrong course?

If you feel that your course is not the right one for you then you can speak to your **Personal Tutor or Programme Leader**. Send them an email and book in an appointment for further advice and a course transfer form.

Are you struggling with academic work?

Visit **Academic Study Skills**: We offer workshops and support sessions in areas such as academic writing, effective note making and preparing for assignments. You can book appointments with academic skills tutors dedicated to helping deal with the practicalities of university work from mathematics support, time management, academic writing, Harvard referencing and IT skills.

We can be found on the first floor of the Library in the Edward Llwyd Centre on the Plas Coch Campus. You can email via: academicskills@glyndwr.ac.uk or call 07850 746003 and leave a message.

Problems with your money/finance?

Visit the **Student Funding and Money Advice team**: The team might be able to offer you financial support, offer you advice on budgeting and will be able to talk you through the financial implications of withdrawing. Please contact the Student Funding and Money Advice team on: <https://students.glyndwr.ac.uk/>

Financial Implications

If you are thinking of withdrawing from the university make sure you are aware of any financial implications that this might have, including maintenance loans and grants, future funding applications or your accommodation fees. The Student Funding and Money Advice team can help you understand these implications.

Personal or Wellbeing problems?

All services can be access via: <https://students.glyndwr.ac.uk/>

Visit the **Health and Wellbeing Team**: The Health and Wellbeing Team are here for you if you start to feel overwhelmed with your own personal or wellbeing problems.

Student Advisor - Health and Wellbeing: The Student Advisor for Health and Wellbeing will be available to offer advice on a range of health and wellbeing subjects: from healthy eating; registering with a doctor's surgery; dealing with homesickness, loneliness, or general health and wellbeing issues; as well as being able to refer and provide information about outside agencies that might be able to help you.

Counselling: The counselling service offers the opportunity to think and talk in confidence about problems that concern you and are impacting on your life. This is offered through individual sessions with a trained counsellor.

Chaplaincy team: Our Chaplaincy is here to support you and to help you talk through whatever is on your mind. The chaplaincy team are there to support students of all faith or none.

Accessibility or Learning Differences?

If you are struggling with a long term health condition, dyslexia, learning difference or mental health problem you might want to speak to one of our specialist advisors in the **Inclusion Team**.

You can contact the Inclusion Team on: <https://students.glyndwr.ac.uk/>

Students' Union support

Your Students' Union Advice Centre can also assist you if you are considering withdrawing. They can provide you with advice and information that will be relevant to you. Work with you to develop solutions and possible courses of action. Signpost/refer you to more appropriate people or organisations if you require advice about an issue that is outside of their expertise. Your contact with the Advice Centre will remain entirely confidential and will not be disclosed to any other individual or organisation, including the University, without your express consent. The Advice Centre will also keep a confidential record of your visits.

The SU Advice Centre is open Monday-Friday 10:00am-4:00pm and you can book an appointment by calling 01978 293371 or emailing: suadvice@glyndwr.ac.uk

Sure about leaving?

If you have considered all options available to you and still wish to withdraw from the programme, then please complete the form on the following page and return to the [Student Administration team](#). Your record will then be updated and we will confirm to you via email in due course once your withdrawal has been processed.

WITHDRAWAL FROM PROGRAMME

If you wish to withdraw from your programme, please complete all sections of this form and return it to **Student Administration** - studentadministration@glyndwr.ac.uk

Academic year:

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| 1 - Student | | | | |
| Student number (from ID card): | | Date of birth: | | |
| First name: | | Surname: | | |
| Please identify your fee status: | <input type="checkbox"/> UK | <input type="checkbox"/> EU | <input type="checkbox"/> International | <input type="checkbox"/> WGU online |

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| 2 - Programme | | | |
| Programme: | | University course code: | |
| | | Year of study: | |

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| 3 - Date of Withdrawal | <input type="checkbox"/> Date as declared by student <i>OR</i> (if not available) <input type="checkbox"/> Date of last known attendance or engagement <i>OR</i> (if not available) <input type="checkbox"/> Date agreed by Programme Team (<i>Please tick</i>) Note: Date given will determine WGU Tuition Fee and Student Loan liabilities |
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Please confirm if the University has offered support to you

Please identify your reason(s) for withdrawal: please give as much detail as possible to help us understand why you wish to withdraw

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| <i>What support have you accessed?</i> | <input type="checkbox"/> Personal Tutor | <input type="checkbox"/> Counselling | <input type="checkbox"/> Inclusion |
| <input type="checkbox"/> Student Health and Wellbeing | <input type="checkbox"/> Chaplaincy | <input type="checkbox"/> Students' Union | <input type="checkbox"/> Academic Study Skills |
| <input type="checkbox"/> Careers and Employability | <input type="checkbox"/> Funding Money Advice | <input type="checkbox"/> Other (please state): | |

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| 4 - Student Declaration (where student is withdrawn for non-attendance student signature not required) | |
| I understand that once the University has processed this form I will no longer be enrolled as a student of WGU | |
| Student signature: <input style="width: 100px;" type="text"/> | Date: <input style="width: 100px;" type="text"/> |

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| 5 - Noted by Programme Team (signature not required where student is requesting withdrawal from programme) | |
| I note the request of withdrawal for the above named student | |
| Programme Leader name: <input style="width: 150px;" type="text"/> | Date: <input style="width: 100px;" type="text"/> |
| Programme Leader signature: <input style="width: 100px;" type="text"/> | |

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| 6 - Immigration Compliance Approval (Tier 4 Students ONLY) | |
| On behalf of the Immigration Compliance Office, I confirm that the student has been fully informed of the implications this withdrawal will have on his/her immigration status in the UK. The student has been told that the University may be obliged to report this withdrawal to the UKVI. | |
| Name: <input style="width: 150px;" type="text"/> | Date: <input style="width: 100px;" type="text"/> |
| Signature: <input style="width: 100px;" type="text"/> | (On behalf of the Immigration Compliance Office) |

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| SPSA use only | FT <input type="checkbox"/> / PT <input type="checkbox"/> | SPSA Staff Initials: <input style="width: 50px;" type="text"/> |
| | COC Required: Y <input type="checkbox"/> / N <input type="checkbox"/> | Date: <input style="width: 100px;" type="text"/> |

Mae'r ffurflen hon ar gael yn y Gymraeg/This form is available in Welsh