Course Withdrawal Form

# Guidance notes

Before completing this form, you are advised to discuss your intention to withdraw from your studies with your Course Leader and the Finance team. If the reason for the intended withdrawal is not course related, then you are strongly advised to contact the Centre for Student Engagement, Wellbeing and Success (via Reception or by email to sews@bil.ac.uk), who can offer assistance relating to non-academic issues where such help and advice is available.

Our aim is to ensure that you make the right decision and, should you decide to withdraw, that your eligibility for future financial support for higher education study is not jeopardised.

If you do decide to withdraw from the course, we will need some information from you so that we are able to inform your course tutors, and, as appropriate, Student Loans Company, UK Visas & Immigration (UKVI) and other official agencies who require records to be amended.

Bloomsbury Institute students should complete and return the form via **SSP**.

# Section 1 – Student information

|  |
| --- |
| **To be completed by the student. Please complete all sections below in block capitals.** |
| Full Name |  |
| Student ID Number (LON) |  |
| UoN Registration Number |  |
| Course Name  |  |
| Start Date |  |

# Section 2 – Reason for withdrawal

We would like to understand why you are planning to leave and whether in the future there is anything additional we could do to assist a student in your situation, in order to help them to stay.

This information will be used by the institution for statistical and institutional research purposes. Individuals will not be identified in any reports produced.

Please read through all of the choices listed below and then tick the **one that is most relevant to you.**

|  | **Reason** | **Please Tick ONE only** |
| --- | --- | --- |
| **Course and Academic Support** | Not academically prepared for institution study |  |
| Course content not what expected |  |
| Volume of work more than expected |  |
| Level of work more difficult than expected |  |
| Level of work easier than expected |  |
| Course had inadequate resources |  |
| Dislike methods of assessment |  |
| Lost touch with course and got behind with the assessment load |  |
| Dissatisfaction with the teaching on the course |  |
| Breakdown of staff/student relationship |  |
| Dissatisfaction with support from Course Leader/tutor |  |
| **Entered Employment** | Starting a job/business (related to course) |  |
| Starting a job/business (not related to course) |  |
| **Equality Issues** | Faced harassment, bullying or discrimination |  |
| Disability/additional needs not met |  |
| **Financial Issues** | Problems with course fees |  |
| Problems with cost of living/cost of accommodation |  |
| Unable to face long term debts |  |
| **Health Issues** | Health problems arising since start of course |  |
| Problems related to health issues in existence before starting the course |  |
| Pregnancy / Maternity |  |
| **Work Life Balance and Environment** | Dissatisfaction with London as a place to live/study |  |
| Dissatisfaction with the campus and its facilities |  |
| Childcare arrangements |  |
| Difficulties travelling to place of study |  |
| **Personal Matters** | Changed long term career plans |  |
| Family or relationship issues |  |
| Isolation/loneliness/didn’t fit in at institution/ homesickness |  |
| **Other** | Transferring to another institution |  |
| Plan to restart year (approved restart) |  |
| Other reason not listed above (please write below) |  |
| Please provide additional comments regarding your reason for withdrawing below: |

# Section 3 – Transcripts and provisional results

Transcripts are only provided in relation to an Award issued by the University of Northampton. You may request a **Provisional Results Record** only after your grades have gone through the University of Northampton Award Board. If your withdrawal takes place before the University of Northampton Award Board, your grades will not be processed and therefore you will not be issued with a Transcript.

For further information, please contact your Academic Administrator.

# Section 4 – Information for International (Tier 4) students

## Visa Information

* If you withdraw from the course, you will no longer be eligible for a student visa based on your studies at Bloomsbury Institute. Unless you are registered full-time at another approved institution, your visa will not be valid after your withdrawal, even if the visa’s expiry date has not yet passed.

If your visa is not valid, you are advised to leave the UK or apply for another type of visa, if eligible.

* International (Tier 4) students wishing to withdraw from their study should seek visa advice from their VISA Compliance Officer before returning this form.
* Please note that we will provide details of changes to your visa status to the UKVI.
* By signing this form, you are agreeing that the institution can share your permanent address with the UKVI to enable communication about your student visa. You are also agreeing to provide your travel plans for leaving the UK to Registry so that these can be submitted to the UKVI.

Please provide information regarding your plan to leave the UK in the space below, for example, flight details and date of departure or details of your new sponsor if you are switching your studies to another institution who will sponsor your Visa.

# Section 5 – Financial implications

## Financial Information

Withdrawing from a course could have significant financial implications. Please contact our Finance Department if anything is unclear or you have any further queries.

* If you are funded by a Student Loans Company (SLC), Bloomsbury Institute will normally only collect funds from SLC until the date of your withdrawal, the remainder of your outstanding fees you would become liable for. Please contact financequeries@bil.ac.uk for more information.
* If you are funding your studies privately, you will normally still be liable for the full tuition fee, please contact financequeries@bil.ac.uk for more information.

# Section 6 – Declaration and signature

I, the undersigned, confirm that I have discussed and understood the financial implication outlined **in Section 5** and that, in accordance with Bloomsbury Institute’s Terms & Conditions, I may still be liable for the entire tuition fee despite withdrawing from my studies.

I understand that the official date of withdrawal is the date my signed form is received by the Academic Administrator, however, the withdrawal process may take up to 5 working days to complete.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**N.B. Please return this completed form on SSP and all Bloomsbury Institute ID cards, Student Central/ULU cards and Birkbeck Library cards to the Main Reception. Without the return of these items, your withdrawal may not be finalised.**

**Office Use Only**

**Finance** informed: **(Y / N)**

**LTT** / **IT** informed for removal of e-learning accounts: **(Y / N)**

**Timetable** informed: **(Y / N)**

**University of Northampton** informed: **(Y / N)**

**UKVI** Notification Process: **(Y / N)**

Withdrawal logged and form processed, scanned and uploaded to student record on ORACLE: **(Y / N)**

Processed by (Academic Administrator): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_