

School of Health Sciences – Withdrawal from Study Request Form

*We recommend this form is edited using the desktop version of Microsoft Word, for compatibility with the form controls. For help, or to return completed forms, please email* *shs.wellbeing@manchester.ac.uk**.*

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| ***Section 1 – to be completed by the student (with assistance from AA or PD if required)*** |
| ***1a - Personal Details*** |
| **Full name** | Click or tap here to enter text. |
| **Student ID** | Click or tap here to enter text. |
| **University Email Address** | Click or tap here to enter text. |
| **Personal Email Address** | Click or tap here to enter text. |
| **Contact Telephone Number** | Click or tap here to enter text. |
| **Home/Overseas Student** | Home [ ]  | Overseas [ ]  |
| **Do you have a student route (*formerly tier 4*) visa?** | Yes [ ]  | No [ ]  |
| **Programme of Study** | Click or tap here to enter text. |
| **Year of Study** | Click or tap here to enter text. |
| **UG/PG** | UG [ ]  | PG [ ]  |
| **DASS registered?** | Yes [ ]  | No [ ]  |
| **Academic Advisor (AA)** | Click or tap here to enter text. |
| **Programme Director (PD)** | Click or tap here to enter text. |

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| ***1b - Financial Details and Accommodation*** |
| **Are you in receipt of a student tuition fee and/or maintenance loan? \*** | Yes [ ]  | No [ ]  |
| **Are you in receipt of funding from the NHS LSF *(for eligible healthcare programmes)? \**** | Yes [ ]  | No [ ]  |
| **Do you live in university managed Halls/Accommodation? \*** | Yes [ ]  | No [ ]  |
| *\*Upon authorisation and completion of the withdrawal request, your student record will be updated, which will in turn update the student finance company, LSF, and the accommodation office (where applicable). However, it is your responsibility to ensure you update them of your change in circumstances, and that you have funding and/or accommodation in place in time for your return to study.**When withdrawing from study, you may lose access immediately to your email account, software applications and Blackboard etc. We recommend saving any content you may need access to, before submitting this form, as it may not be possible to provide this at a later date.* |

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| ***Section 2 – Withdrawal Request – to be filled in by student and PD/AA*** |
| **What was / is expected to be your last date of attendance?** | Click or tap here to enter text. |
| **Reason for withdrawal (*select all that apply*)** | Physical health Mental health Financial struggles Work experience Military Service Maternity leave Personal and/or family problems Other (please give details below)  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
| **Please explain in full (below) your reasons for requesting to withdraw from your programme of study** |
| Click or tap here to enter text. |
| **Before an interruption can be considered, you must provide supportive evidence *(e.g. medical evidence in the case of health conditions)*. Please confirm if this has been provided, along with brief details:** |
| Yes [ ]  | No [ ]  | Click or tap here to enter text. |

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| ***Section 3 –Withdrawal Approval and Declaration – to be filled in and signed by PD/AA, and signed by student*** |
| **Please give details of any assessment marks/units that haven’t yet been credited, or expectations of the student regarding awarding credits for future studies. For example, the student may be eligible for an exit award, depending on the number of credits obtained.** |
| Click or tap here to enter text. |
| **Is there any other information that the programmes and curriculum, student support and wellbeing, and/or assessment and progression teams need to be aware of?** | Click or tap here to enter text. |
| **Withdrawal request approved?** | Yes [ ]  | No [ ]  |
| **Staff Name** | Click or tap here to enter text. |
| **Position** | Click or tap here to enter text. |
| **Date** | Click or tap here to enter text. |
| **Signature*****(Digitally sign or insert signature image)*** | Click or tap here to enter text. |
| **Student Declaration**I confirm that the information I have given is correct to the best of my knowledge and that I fully understand the implications of withdrawing from my current programme [ ] I have read and understand the [tuition fee implications](https://www.studentsupport.manchester.ac.uk/finances/tuition-fees/payments/interruptions-and-withdrawals/) of my withdrawal from study [ ] I understand that once my student record is updated, I will no longer have access to My Manchester, Blackboard, my UoM email account, and any other software applications provided by UoM [ ]  |
| **Student Name** | Click or tap here to enter text. |
| **Date** | Click or tap here to enter text. |
| **Signature*****(Digitally sign or insert signature image)*** | Click or tap here to enter text. |