

Dear Student,

To formally withdraw from your programme (leave your course completely), you will need to complete the **withdrawal guidance sheet** on page 3 of this document and confirm your **last date of attendance for teaching** on your programme as this will be used to process your withdrawal and calculate your fee liability this year - <http://www.dmu.ac.uk/dmu-students/the-student-gateway/student-finance-and-welfare/fees-and-funding/tuition-fees.aspx>.

Please read and follow the advice on page 2. If you have not already done so, please speak to your programme leader or personal tutor for further advice and ensure that you are clear about the financial implications of withdrawal before submitting your request (you are strongly recommended to contact DMU Student finance and welfare, Student Gateway, Gateway House, T: +44 (0)116 257 7595, option 3, for advice).

You can return your withdrawal information by email (as scanned attachment) to the ADH Student Advice Centres (adhadvice@dmu.ac.uk), at the Clephan or VJP building.

If you have further questions, please do not hesitate to contact adhadvice@dmu.ac.uk ; otherwise, we look forward to receiving the required information from you soon. Please note that we will take no further action on your query/request until we receive this information (so you remain enrolled on your programme).

If you are a Tier 4 visa holders, please note the additional advice and form on page 4.

Faculty of Arts, Design and Humanities

Withdrawing from your Studies

Contact Programme Leader/Subject Leader/Personal Tutor: If you are considering withdrawing from your programme of study you should contact your programme/subject leader in the first instance to discuss your decision.

Financial Advice: You need to be clear on the financial implications of withdrawing by contacting DMU Student Finance and Welfare (this includes impact on course fees/bursaries, scholarships, accommodation contract, student loan etc.) Further information regarding the University fee refunding policy can be found at:

<http://www.dmu.ac.uk/dmu-students/the-student-gateway/student-finance-and-welfare/fees-and-funding/tuition-fees.aspx>

You can also contact Student Finance England (or relevant funding body) directly for advice on your student financial situation.

Housing Advice: If you are living in Halls of Residence you should contact The DMU Accommodation Office for advice on leaving halls. If you are renting rooms in private halls you should contact the relevant Hall Manager. For private housing, please seek advice from your landlord or the Education and Welfare Centre in the De Montfort Students Union.

International Students (tier 4 students): The Home Office will be informed of all TIER4 student withdrawals. Visas are then only valid for 60 days.

Complete Withdrawal Paperwork: If after consideration you still decide to withdraw from your studies and you are clear of the implications, you should visit the Student Advice Centre in the Clephan or Vijay Patel building to complete the necessary paperwork. You may be asked to meet with the Associate Dean (Academic), if this is deemed necessary. Please sign the declaration on the reverse to confirm your last date of attendance and the reason for your withdrawal. Your last date of attendance will be checked against attendance records. Completed paperwork should be returned to the Student Advice Centre for final authorisation.

You will receive confirmation from the Faculty of your withdrawal - Notification will be sent to your home address. DMU Student Finance & Welfare will also notify Student Finance England (or relevant funding body) of your withdrawal from study.

Useful DMU contacts

Student Finance and Welfare (The Student Gateway, Ground Floor Gateway House) 0116 257 7595 studentgateway@dmu.ac.uk

The Accommodation Office (Room 1.07 Estates Development Building) 0116 257 7577 accommodation@dmu.ac.uk

Arts, Design and Humanities Student Advice Centre (Clephan and Vijay Patel building) 0116 257 7394 adhadvice@dmu.ac.uk

De Montfort Students' Union Education and Welfare Centre (First floor Campus Centre) 0116 257 6307 www.demontfortstudents.com/welfare

Reasons for Withdrawal - Please tick box

Academic Failure Personal Career change Medical
 Financial Course Not suitable Employment

Please provide an additional Statement below outlining your reasons for withdrawing from your studies

Please tick if you prefer this information to remain confidential

Did you ask any of the following for advice before making your final decision to leave (Please tick all appropriate options)

Personal Tutor/Year Tutor Programme/Subject Leader Module leader
 Faculty Student Advice Centre Student Union Chaplaincy
 Student Services (e.g. Counselling, Money & Welfare, Disability Advice)

Whether you found their advice helpful or not and why.

Was there anything else we could have done that might have led to you staying at DMU?

Yes No

Student Declaration: I confirm that I have read the recommendations noted above and will seek the appropriate guidance.

Student name.....**Pnumber**.....

Student Signature.....**Course**.....

Level/Year.....**Last Date of Attendance (dd/mm/yy)**

Associate Dean (Academic) or named nominee	Signature	Date
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FOR OFFICE USE	DATE	BY	ADDITIONAL COMMENTS
QLS UPDATED			



Student name:

Important information for Tier 4 visa students leaving or interrupting their studies at DMU

Where a student who holds a Tier 4 visa ceases to study, the university is required to report this change to the Home Office, confirming that the student is no longer sponsored by the University. This applies to students that are leaving the course permanently, students that have an unauthorised absence from the course, and students that have agreed with their faculty to take an authorised break from their course.

What this means for you

Once the university reports that you are no longer being sponsored to study at DMU, the Home Office will begin processing the curtailment of your visa. This means that they will cut short the length of time your visa is valid to 60 days after the date they notify you of this curtailment. Your original visa will not be valid after this point, even though the details of your original visa end dates will remain in your passport or on your Biometric Residence Permit card. **You should not attempt to use this visa to re-enter the UK.**

Your visa being curtailed does not mean you will not be allowed to resume your course in the future, only that you will need a new visa to do so, because the university cannot sponsor you while you are not studying at the university.

Please note that if you leave your course early without completing it, you will not be permitted to work during the period between you leaving DMU and your visa ending (either on the original date or on the new date curtailed to 60 days)

What you need to do next

You will be required to leave the country before your revised visa expiry date. If you do not, you run the risk of becoming an overstayer and incurring a ban on future entry to the UK. Students that have had an application for an extension to their visa and have no further right of appeal or are unable to make an application should also leave the UK to avoid an unfavourable immigration record.

If you have been approved by your faculty to return to your course, you will need to obtain a new visa from your home country. In order to do this you will need a new Confirmation of Acceptance for Studies (CAS) – you will not be able to make your application for a new visa until three months before the date you will resume your course, so it is recommended you contact the university nearer this time to see if you can obtain a CAS.

The university will support all students that are approved to return to resume their studies through issuing a new CAS, where they relevant immigration rules and sponsor duties allow us to do so. If you are to return to your studies we recommended that you contact the university nearer this time to see if you can obtain a CAS, please contact Student Administrative Support at sas@dmu.ac.uk. Please ensure that you allow sufficient time to receive your CAS and apply for your visa to ensure that you are back at the University for the first week of teaching.

If you have any problems

Contact us if you have any problems or concerns that are preventing you from leaving the UK – such as your travel documents still being with the Home Office at the time you are required to, or wish to leave the UK. We will contact the Home Office on your behalf and try to resolve this issue where possible.

Student Declaration: I confirm that I have read the information supplied and will follow the recommendations.

Please select which option applies to your plans following your interruption/leaving the university

Leave the UK Remain in the UK and study at another institution Remain in the UK on a non-study visa Unsure

Student Name:

Student P Number:

Student Signature:

Date: *If you*

are returning this form by email, please send to studentvisaqueries@dmu.ac.uk