

Faculty of Arts, Design and Humanities

Are you considering withdrawing from your studies?

There may be lots of different reasons as to why you want to consider withdrawing from your studies. These maybe due to health reasons, a career change or perhaps your programme is not quite right for you. Withdrawing from your studies means that you are no longer a student at DMU. Before you consider withdrawal as a potential option, you will need to do the following:

- **Contact your Programme Leader/Subject Leader/Personal Tutor/Employer (apprentices):** If you are considering withdrawing from your programme of study you should contact your programme/subject leader/personal tutor in the first instance to consider if there may be alternative options to support you.
- **Obtain Financial Advice:** You need to be clear on the financial implications of withdrawing from your studies as there will be an impact on your course fees/bursaries, scholarships, accommodation and student loan. Contact DMU Student Finance and Welfare, sfw@dmu.ac.uk for further information and refer to the University fee refunding policy, accessed here: <https://www.dmu.ac.uk/current-students/student-support/student-finance/tuition-fees/index.aspx>. You can also contact Student Finance England (or relevant funding body) directly for advice on your student financial situation.
- **Get some advice about housing:** 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 [DSU Advice](#) who are based in the Campus Centre.
- **If you are an international student with a Student Route (Tier 4) visa:** The Home Office will be informed of all Student Route/Tier 4 student withdrawals. The Home Office will then process the curtailment of your visa; the visa will then be valid for a further 60 days only from the point the Home Office take this action.
- **Complete Withdrawal Paperwork:** If you still decide that withdrawal from your studies is the best option for you, and you are clear of the implications, you will need to complete the withdrawal request form available from the Student Advice Centre adhadvice@dmu.ac.uk. You may be asked to meet with the Associate Dean (Academic) or nominee, if this is deemed necessary. You will need to sign the declaration to confirm your last date of attendance and the reason for your withdrawal. Your last date of attendance will be checked against attendance records and will determine your fee liability or refund. Completed paperwork should be returned to the Student Advice Centre for final authorisation.
- **Apprenticeship learners:** Please note if you are leaving your employer, you may be eligible to transfer to a standard university programmes and secure alternative funding

You will receive confirmation from the Faculty of your withdrawal via email. DMU Student Finance and Welfare will also notify Student Finance England (or relevant funding body) of your withdrawal from study.

Seeking help – some useful DMU contacts

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

The Accommodation Office (0116 257 7577 accommodation@dmu.ac.uk)

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

DSU Advice (First floor Campus Centre) 0116 257 6307 dsuadvice@dmu.ac.uk
www.demontfortsu.com/support/advice/

Please select a reason for leaving your course from the below:

Financial <input type="checkbox"/>	Career change <input type="checkbox"/>	Personal <input type="checkbox"/>	Medical <input type="checkbox"/>	Course unsuitable <input type="checkbox"/>
Cost of living expenses <input type="checkbox"/> Cost of fees <input type="checkbox"/> Fee sponsor issues <input type="checkbox"/> Lack of financial support <input type="checkbox"/> Other <input type="checkbox"/> (please provide further detail):	Change of career <input type="checkbox"/> Employment <input type="checkbox"/> Other <input type="checkbox"/> (please provide further detail):	Homesick <input type="checkbox"/> Feel that I do not fit in <input type="checkbox"/> Carer responsibility <input type="checkbox"/> Visa issues <input type="checkbox"/> Bereavement <input type="checkbox"/> Re-location <input type="checkbox"/> Other <input type="checkbox"/> (please provide further detail):	Illness <input type="checkbox"/> Pregnancy <input type="checkbox"/> Maternity <input type="checkbox"/> Paternity <input type="checkbox"/> Mental health <input type="checkbox"/> Accident <input type="checkbox"/> Lack of support with my disability <input type="checkbox"/> (please provide further detail): Other <input type="checkbox"/> (please provide further detail):	Programme unsuitable <input type="checkbox"/> Unprepared for study <input type="checkbox"/> Transfer to another university <input type="checkbox"/> Other <input type="checkbox"/> (please provide further detail):

Please use the space below if you would like to add further detail to your reason for leaving:

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

Student Declaration: I confirm that I have read the recommendations noted on the first page including taking advice from Student Finance and Welfare on the financial implications of my decision:

Student name..... **ID number**.....

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

Last Date of Attendance (dd/mm/yy) **Part time/Full time**.....