

Withdrawal of study for Postgraduate Research Students



You must read all sections of this form before you complete it. It is not possible to backdate your withdrawal. You should complete and return this form within two weeks of the date you decide to withdraw.

Before you come to a decision about withdrawing your registration permanently, it is strongly recommended that:

- You read and ensure you understand the implications of withdrawing from your study.
- You meet with your Programme Director or Supervisor to discuss the implications and options open to you.
- You seek guidance from a Wellbeing Adviser by emailing wellbeing@royalholloway.ac.uk or going to their webpages at intranet.royalholloway.ac.uk/students/help-support/help-and-support.aspx.
- You can also seek guidance from the Students' Union Advice and Support Centre by emailing advice@su.royalholloway.ac.uk or going to their webpages at su.rhul.ac.uk/advice/.

Implications of withdrawal from study

Student Status: A withdrawal from study will permanently end your registration with the College. If your record is closed and you wish to return to the College at a later time you must email doctoralschool@royalholloway.ac.uk for further information as it is likely you will have to re-apply to the Admissions team.

Fee Liability & Student Finance: Students who withdraw from their studies are liable to pay fees for the period that they have been registered prior to the withdrawal. Postgraduate research students who withdraw will be liable for tuition fees as follows:

	Withdrawal date (as indicated on the form)	Fee liability for 2020/21
1	Within 3 weeks of the start of the programme	Tuition fee refunded minus an administrative charge of £50
2	Within 3 months of the start date or the anniversary of your start date	Student charged 33% of full year's tuition fee
3	Within 6 months of the start date or the anniversary of your start date	Student charged 66% of full year's tuition fee
4	More than 6 months after the start date or the anniversary of your start date	Student charged 100% of full year's tuition fee

If you have a non-standard start date (i.e. not the start of autumn term) then the withdrawal liability will be based on your actual start date.

If you are in receipt of a loan from Student Finance they will be informed of your withdrawal and you may be asked to repay some of the loan. The payments will stop once we have informed Student Finance of your withdrawal.

If you are withdrawing whilst on a period of interruption the date of withdrawal is recorded as the start date of the interruption and the fee liability is calculated according to the Fee Liability table for withdrawals for the academic year you are withdrawing in.

Studentship eligibility

If you are in receipt of a studentship, please be aware that you will not receive any further payments once you have withdrawn and you may be asked to repay any instalments that you have already received. Should you have any queries, please contact doctoralschool@royalholloway.ac.uk.

Students in College Accommodation:

If you are currently living in halls of residence, you will need to vacate your room within 14 days of your withdrawal start date, as per the Licence Terms & Conditions, ensuring that you check out at your Halls Reception. Please note, you will remain liable for the cost of the room until you have checked out at your Halls Reception. Should you have any queries, please contact studentservices@royalholloway.ac.uk.

Tier 4 Visa Holders:

If you are studying at Royal Holloway under a Tier 4 visa, your withdrawal will be reported to UK Visa and Immigration (UKVI) and you will be required to leave the UK within 60 days of the withdrawal (unless you apply for new permission to remain). The UKVI will be provided with the most recent contact details that we have recorded for you on Campus Connect.

For further advice, please contact the International Student Support Office at internationaladvice@royalholloway.ac.uk.

Withdrawal process

Once you have decided that you definitely want to withdraw from your programme of study at Royal Holloway:

- You must contact your department to arrange an appointment with your Supervisor to discuss the details of your withdrawal.
- You must complete sections A to C on page 2 of this form yourself and then submit the withdrawal form to your department for academic approval by the supervisor or nominated academic.
- Once the form has been signed, submit the completed form to doctoralschool@royalholloway.ac.uk for processing. You will receive a confirmation email once your form has been processed.

If you are a Postgraduate Research student and wish to withdraw, please complete sections A to C below.

Section A - Student details

First name:	<input type="text"/>	Family name:	<input type="text"/>
Student number:	<input type="text"/>	Programme of study (e.g. MA History):	<input type="text"/>
Do you require a visa to study in the UK?:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Visa type (if applicable):	<input type="text"/>

Section B - Withdrawal details

- It is not possible to backdate this request, you should complete and return this form within two weeks of the date you decide to withdraw.
- Your date of withdrawal should be the point at which you are ending your registration with the College.

Date of withdrawal (dd/mm/yyyy):

Reason for withdrawal (please tick):

Health Financial Entering employment Other personal reasons

Transferred to another institution (please provide the institution name):

Section C - Student confirmation

I confirm that I have read and completed all required sections of this form and understand the implications of requesting a withdrawal from Royal Holloway, University of London. I confirm and understand that:

- My tuition fee liability will be based on the fee liability table in the accompanying notes of this form, in line with the verified date of my withdrawal.
- If I am currently living in halls of residence, I must move out of my room within 14 days of my withdrawal start date and I will remain liable for the cost of the room until I officially sign out at my halls reception.
- If I am in receipt of a studentship I will not receive any further payments once I have withdrawn and I may be asked to repay any instalments that I have already received.
- If I am in receipt of funding from Student Finance it is my responsibility to contact them to confirm any repayments that may be due based on my withdrawal.
- If I have a Royal Holloway Tier 4 Visa, my withdrawal will be reported to the UKVI (UK Visa and Immigration) and I will be required to leave the UK within 60 days.
- (Delete as applicable)* I have discussed / I have chosen not to discuss my reasons for withdrawal with my department.

Signature: Date:

Section D - Academic approval

To be completed by the Supervisor or Head of Department:

- I confirm that the department has / has not *(delete as appropriate)* discussed the options available with the student and confirms the withdrawal information stated above.

Signature: Print name:

Position: Date:

Please ensure all fields in Sections A – D are completed and submit to doctoralschool@royalholloway.ac.uk