

Withdrawal of study for Postgraduate Taught 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 Personal Advisor or Academic Co-ordinator to discuss the implications and options open to you.
- You seek guidance from Student Advisory & Wellbeing 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 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 studentservices@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 students who withdraw will be liable for tuition fees as follows:

	Withdrawal date (as indicated on the form)	Fee liability for 2019/20
1	23 September 2019 – 11 October 2019	Tuition fee refunded minus an administrative charge of £50
2	12 October 2019 – 17 January 2020	Student charged 33% of full year's tuition fee
3	18 January 2020 – 26 April 2020	Student charged 66% of full year's tuition fee
4	27 April 2020 onwards	Student charged 100% of full year's tuition fee

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.

If you are studying a programme which is not taught on a weekly basis throughout the given academic year, e.g. PG Certificate in Physical Theatre for Dancers and Actors, the 33% and 66% bands are based on whether you have withdrawn before 33% / 66% of the annual teaching has been completed. Similarly, if you are studying a programme with 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. It is recommended that, if you are on such a programme, you contact studentservices@royalholloway.ac.uk for clarification of your fee liability.

Bursary and scholarship eligibility

If you are in receipt of a bursary or scholarship, 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. If you are in receipt of a Scholarship of RCUK funding, you will be asked to repay any advanced payments. Should you have any queries, please contact studentservices@royalholloway.ac.uk.

Students in College Accommodation: If you are currently living in halls of residence, you will need to submit a separate accommodation notice form and vacate your room, as per the Licence Terms & Conditions, within 28 days ensuring that you check out at your Halls Reception. You will remain financially liable for the room until you have checked out at your Halls Reception. Should you have any queries, please contact studentservices@royalholloway.ac.uk.

Exit Award: Depending on the number of credits that you have successfully completed, you may be considered for an Exit Award (e.g. Certificate of Higher Education). If you are eligible for an award, you will be sent notification to your forwarding address as registered on Campus Connect so please ensure that these details are up to date.

Tier 4 visa students: 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 Personal Advisor, Academic Co-ordinator or Head of Department to discuss the details of your withdrawal.
- You must complete sections A to C on page 2 of this form and submit the withdrawal form to your department for academic approval by the Academic Co-ordinator or Head of Department. Alternatively, you can email it to studentservices@royalholloway.ac.uk.
- When your withdrawal is approved by your department they will complete section D and submit the form to Student Administration. You will receive a confirmation email once your form has been processed.

If you are a postgraduate taught 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, as 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 28 days and I will remain financially liable for the room until I have checked out at my Halls Reception within the 28 days.
- If I am in receipt of a bursary or scholarship 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.
- (Delete as applicable)* I have discussed / I have chosen not to discuss my reasons for this change with Student Advisory & Wellbeing.

Signature: Date:

Section D - Academic approval

To be completed by the Academic Co-ordinator or Head of Department. If the student is on a joint programme (e.g. English and Drama), approval must be provided by both departments.

- 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.

		Joint department (if applicable)	
Signature	<input type="text"/>	Signature:	<input type="text"/>
Print name:	<input type="text"/>	Print name:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>