

Withdrawal from Studies

Form INT3

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| **Notes**  This form can be used for all taught programmes leading to an award of City, University of London.  This form is part of Senate Regulation 19 (Assessment Regulations) and should be read in conjunction with:   * [*Interruption of Studies and Withdrawal Policy*](http://www.city.ac.uk/__data/assets/pdf_file/0011/283088/interruption-of-studies-policy.pdf) * [*Guidance relating to Interruption of Studies*](http://www.city.ac.uk/__data/assets/pdf_file/0007/289105/ios-student-guidance.pdf) *and Withdrawal* |

**Withdrawal from Studies Form – INT3**

Note: We recommend that you seek advice from relevant staff (e.g. Programme Director, Personal Tutor, Course Officer etc.) prior to withdrawing and to consider the practicalities of withdrawing from your studies.

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| Name of Student: |  |
| Student Number: |  |
| School: |  |
| Programme of Study: |  |
| Funding Body (where applicable): |  |
| Withdrawal from studies from (exact date): |  |

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| --- | --- | --- | --- | --- |
| Student Visa? | Yes |  | No |  |
| *Note: Please note if you hold a Student Visa and withdraw from your studies, City, University of London is not permitted to continue to sponsor you and your visa will be curtailed. You are required to seek advice from Visa Advice Team* [visaadvice@city.ac.uk](mailto:visaadvice@city.ac.uk) | | | | |
| Apprenticeship programme? | Yes |  | No |  |
| *Note: If yes, please ensure that you or your Course Officer have notified the Apprenticeships Team* [apprenticeships@city.ac.uk](mailto:apprenticeships@city.ac.uk) | | | | |
| Please outline your primary reason for withdrawal. | | | | |
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| Student’s signature |  | Date: |
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**Important Note**

A completed version of this form must be sent to your relevant Course Officer. For more details on where to send this form, please see page 4.

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| **Office Use only:** | | | | | |
| Authorised by: | | | | | |
| Dean’s Nominee’s name |  | | | Date: | |
| Signature |  | | |
| Comments (if applicable) |  | | |
| **To be completed by the Course Officer:**  Course Officer’s name: | | | Date: | | |
| Additional Conditions: | | *Checklist:* | | | |
| Student Letter | | |  |
| Student Records Notification (NTW) | | |  |
| Send copy of the form to Programme/ Course Director | | |  |
| Finance Team notification | | |  |
| Apprenticeship Team notification (if applicable) | | |  |
| Tier 4 Notification (If applicable) | | |  |
| Quality Officer Notification | | |  |
| Is the student entitled to an Exit Award? If yes, state the award and expected Assessment Board date. | |  | | |  |

**Details of where to send your completed form**

Upon completion of this form, you will need to submit it to your relevant Course Officer. Their details are as follows. If you are unsure of anything, please contact your Course Office.

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| City Law School | The City Law School, Northampton Square, London, EC1V 0HB  Email: [law@city.ac.uk](mailto:law@city.ac.uk) |
| School of Health & Psychological Sciences | School of Health & Psychological Sciences, City, University of London, Northampton Square, London, EC1V 0HB  PG Programmes: pghealth@city.ac.uk  UG Programmes: [ug.prereghealth@city.ac.uk](mailto:ug.prereghealth@city.ac.uk) |
| School of Science & Technology | School of Science & Technology, City, University of London, Northampton Square, London, EC1V 0HB  PG Programmes:  [SST-PGOffice@city.ac.uk](mailto:SST-PGOffice@city.ac.uk)  Aviation Programmes: pgaviation@city.ac.uk  UG Programmes:   * Computer Science – UG.CS@city.ac.uk * Mathematics – UG.Maths@city.ac.uk * Engineering – UG.Engineering@city.ac.uk |
| Bayes UG Programmes | Bayes Business School, Undergraduate Programmes, Room E325, Drysdale Building, City, University of London, Northampton Square, London, EC1V 0HB  Email: bayes-ug-courseoffice@city.ac.uk |
| Bayes Specialist Masters Programmes | Bayes Business School, Specialist Masters Programmes, Level 3, 106 Bunhill Row, London, EC1Y 8TZ  Course Operations Manager: Zoe Owen ([z.owen@city.ac.uk](mailto:Z.Owen@city.ac.uk)) |
| Bayes Charity Programmes | Bayes Business School, Charity Programmes, Level 3, 106 Bunhill Row, London, EC1Y 8TZ  Charities Programme Coordinator: Ute Spittler ([u.spittler@city.ac.uk](mailto:U.Spittler@city.ac.uk)) |
| Bayes MBA Programmes | Bayes Business School, MBA Programme, 200 Aldersgate, London, EC1A 4HD  MBA Course Office Manager: Lorraine Potter ([l.l.potter@city.ac.uk](mailto:L.L.Potter@city.ac.uk)) |
| School of Communication & Creativity | School of Communication & Creativity, A129, College Building, City, University of London, Northampton Square, London, EC1V 0HB  Email: scc-support@city.ac.uk |
| School of Policy & Global Affairs | School of Policy & Global Affairs, A129, College Building, City, University of London, Northampton Square, London, EC1V 0HB  Email: spga-support@city.ac.uk |
| LEaD | Learning Enhancement and Development, Northampton Square, London, EC1V 0HB  Email: maap@city.ac.uk |

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