

Academic and Student Administration
Voluntary Permanent Withdrawal Form
For Postgraduate Research Students

If you are considering permanently withdrawing from the university, you are **strongly** advised to discuss the matter with your personal tutor before completing this form. There may be other options available to you such as a Leave of Absence. Students are also advised to talk to an advisor in the ARC (Advice and Representation Centre) in the Guild.

Guidance notes are available at: www.as.bham.ac.uk/study/support/admin/pgr/period.shtml

Please note: If you are an international student, your right to remain in the UK will be affected by a withdrawal from study. All UK institutions are now legally required to report any changes to an international student's registration status to the UK Border Agency. You are advised to seek further advice from the International Students Advisory Service (Aston Webb Building, R.7 on campus map) prior to submitting your request to permanently withdraw.

Surname: <i>(Family Name)</i>	Forenames:
School/Department:	Student ID Number:
Programme of Study/Mode of Study: (e.g. PhD, FT)	Start Date of Course:
Current Correspondence Address:	
Date from:...../...../..... Date to:...../...../.....	

Name(s) of Supervisor(s):

Student Visa:

Do you currently hold a Student Visa?

Yes No Not Applicable

If yes, please provide the following details:

Visa Number **Visa Expiry Date**

Date of Withdrawal: /...../.....

Reasons for withdrawing: *Please provide further information, or add supporting documentation if you wish:*

Medical/Health Problems

Financial Problems

Transfer to another University

Personal/ Domestic Problems

To take up employment

Career Change

Pressure of Work

Other

Signature of Student:

Date:

Please forward, together with any attachments, to Lyn Hipwood, Senior Student Records Assistant (Research), ASA, Aston Webb Building, University of Birmingham, B15 2TT, or in person to Enquiries Services, Aston Webb Building (R.7 on the campus map).