

Registry, Academic Services
Request to Permanently Withdraw
For Undergraduate 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.

You should then complete this form and return it to **Undergraduate Student Records, C Block, Aston Webb Building, University of Birmingham, Edgbaston, Birmingham, B15 2TT** (R.7 on the Campus map).

Once your record has been updated you will receive confirmation to the email address provided below.

Name:	Student ID Number:
Programme of Study:	Year of Study (e.g.Year 2)
Email Address:	

Reasons for withdrawing (optional): <i>Please provide further information if you wish:</i>	
Medical	<input type="checkbox"/>
Financial	<input type="checkbox"/>
Transfer to another University	<input type="checkbox"/>
Taking up employment	<input type="checkbox"/>
Other/personal reasons	<input type="checkbox"/>

Last date of attendance: (This form cannot be accepted without this information, if unsure please give approximate date) /...../.....

Funding Information		Student Support Number (SSN): (e.g. BRMM01234567X)
Do you receive a: (<i>Please tick</i>)		
Student Loan	<input type="checkbox"/>	
Tuition Fee Loan	<input type="checkbox"/>	
Birmingham Grant/Scholarship	<input type="checkbox"/>	

Accommodation
Are you currently living in University accommodation?
YES/NO (Delete as appropriate)

Student Visa:
Do you currently hold a Student Visa?
Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
If yes, please provide the following details:
Visa Number Visa Expiry Date
Please note: If you are a visa 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. Should you decide not to take immigration advice from this specialist service, please be advised that you do so at entirely your own risk.

Declaration: I understand the implication of permanently withdrawing from the University.

Signed:	Date:
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To be completed by Student Records:

Database amended:/...../.....
Confirmation email sent to student (if necessary):/...../.....
Name:	Signature: