



# ACADEMIC ADVICE

PERMANENT WITHDRAWAL

## **What is a permanent withdrawal?**

Permanent withdrawal means leaving the University for good, which you may decide to do for various reasons. For example, transferring to a different university, to seek employment, or even for financial, personal or medical reasons. Obviously, deciding to withdraw from university is a big decision to make, and we recommend that you talk it through first, so that you're sure you've made the right decision.

You can discuss the situation with us here in the Advice Service, but also try to talk with friends and family, your personal tutor or Head of Department, and other support services such as the University's Welfare Service, Counselling Service, AccessAbility Centre, Careers Service or Academic Skills Centre. Each service has a number of staff who can offer help and support, and may be able to assist you with overcoming any difficulties you may have.

However, if you're absolutely sure that you want to leave the University, there is a simple process in place to enable you to do so.

## **How do I apply to permanently withdraw?**

To apply to permanently withdraw from the university, you should complete a '[Withdrawal Request Form](#)'. On the form you need to include your personal and course details, give your reason for leaving and last date of engagement, and sign it. If emailing the form from your University email account the form can be signed electronically.

Once you've completed the form, you need to submit it to your Academic School/Department.

If you're a resident in a hall or University self-catering accommodation, you'll need to inform the Accommodation Office that you're leaving. If you live in private rented accommodation, please speak to your landlord if you wish to move out.

If you're a Tier 4 visa student the University will report the changes to your registration to the UK Border Agency.

It is also worth noting that, if you're an undergraduate student, and you wish to study at another institution in the future, your eligibility for financial support from the Student Loans Company may be affected. Please contact the university's Student Welfare Service for financial guidance.

***We highly recommend that you read through the University's guidance on withdrawing, found [here](#), as this gives more detail about what you need to do and take note of, depending on your level or mode of study.***

## What can the Advice Service do for me?

[Advice Service](#) (formerly known as Education Unit) – Here in the Advice Service we provide advice on academic, housing and signposting issues.

If you're unsure whether permanent withdrawal is right for you, our advisors can talk you through your other options. We can also signpost you to other support services who may be able to help with specific issues, such as health, study skills, and financial difficulties.

However, if you're sure that you do want to withdraw, we can advise you on how to complete the form.

If you're thinking of transferring to a different university, our advisors can also give you advice on how to go about looking for a new university, or a new course.

Feel free to get in touch with us via our [contact form](#), and we will then get back to you within 2 working days to offer you an appointment, or provide further advice.

Opening hours are 10am-4pm, Monday to Friday.

If your query is urgent you can contact us on [advice@le.ac.uk](mailto:advice@le.ac.uk) or +44 (0)116 223 1132/1184/1109.

*Due to the COVID-19 outbreak, the Advice Service is now closed and will not be offering any face to face meetings or drop-ins. We will still be advising via email and can arrange video calls and phone calls if required. Information about our service changes is available [here](#).*

## Who else can I talk to about withdrawing from my studies?

The following people and services may be able to help you with various aspects of your withdrawal from university:

- **Personal Tutor** – It's always worth talking to your personal tutor about your decision, so that they're aware of the situation, and can advise you on any ways your department can support you.
- **GP** – If you're suspending for health reasons, your GP can help you get the help you need.
- **Student Loans Company** – If you receive funding from the Student Loans Company, you will need to inform them of your suspension.
- **[Academic Skills Centre](#)** - The Academic Skills Centre provides one-to-one help, advice and online resources for University of Leicester undergraduate and masters students. Email [studyhelp@le.ac.uk](mailto:studyhelp@le.ac.uk) or visit their website to book an appointment.
- **[AccessAbility Centre](#)** - The AccessAbility Centre offers support and practical help for students with dyslexia or other specific learning difficulties; physical, mental health or mobility difficulties; and deafness or visual impairment. To find out if they can offer you support, contact them on [accessible@le.ac.uk](mailto:accessible@le.ac.uk) or call +44 (0)116 252 5002.
- **[Student Welfare Service](#)** – We highly recommend that you speak to Welfare, as withdrawing your studies may have financial implications if you receive support from the Student Loans Company. They're located in the Charles Wilson building, and their contact details are + 44 (0)116 223 1185 or [welfare@le.ac.uk](mailto:welfare@le.ac.uk).
- **[Student Immigration Advice and Compliance Team](#)** – For information and advice on visas and immigration, and how suspending your studies might impact this, email [visas@le.ac.uk](mailto:visas@le.ac.uk).
- **[Student Counselling & Wellbeing Service](#)** – If you feel that you need mental health support, the University offers a counselling service for students. You can book an appointment by filling in their [online form](#). You can also contact them on +44 (0)116 223 1780 or [wellbeing@le.ac.uk](mailto:wellbeing@le.ac.uk).
- **[Career Development Service](#)** – The University's Career Development Service can discuss your options with you, and help you think about career and study options. To book an appointment please call +44 (0)116 252 2448, or email [studentservices@le.ac.uk](mailto:studentservices@le.ac.uk). It's important that you go to a Careers appointment prepared, so take your CV along with you, and have a think beforehand about what career path you'd like to take.

## Useful Links

- [University's information about Permanent Withdrawals](#) (including withdrawal request form)
- [Guidance for Undergraduate students \(on campus\)](#)
- [Guidance for Postgraduate students \(on campus\)](#)
- [Guidance for Distance Learning Students](#)
- [Guidance for Postgraduate Research students](#)
- [Senate Regulation 2.42](#) onwards, relating to Withdrawal of Studies

[leicesterunion.com/advice](https://leicesterunion.com/advice)

**Advice Service**

[advice@le.ac.uk](mailto:advice@le.ac.uk)

0116 223 1132/1184/1109



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