

#  Student/Apprentice Details

 Surname First name(s)

 Student number Phone number

University email address Alternative email address

#### Declaration

**By signing this form you are confirming you are aware of the consequences of your decision on both academic and financial grounds. International students are also confirming they are aware of the immigration consequences of their decision and have taken appropriate advice. Apprentices are also confirming they understand any impact to their employment and have discussed the decision with their line manager.**

 Student/Apprentice signature Date

####  Reason for withdrawal

 Financial Academic Domestic

 Health Professional Employment

####  Course Details

 Course (e.g. BSc Finance, Teacher Apprenticeship)

 Last date of attendance Year / Level

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 **Notes**

* This form must be completed if you wish to withdraw from the University and do not plan to return. It should be returned, along with your University ID card, to your School Office.
* Before making a decision to withdraw you are strongly advised to discuss your circumstances with your Academic Tutor/Mentor (undergraduate students or apprentices) or Course Leader (postgraduate students or apprentices) and with the Student Money and Accommodation Advice service (as appropriate).
* If you are being publicly supported (i.e. you receive SLC funding support) there are likely to be implications for your current student loan and any future loans you may apply for. Please email: SMAA@londonmet.ac.uk or contact your School Office for an appointment with our Student Money and Accommodation Advice service. If you are an apprentice, funded by the Government Apprenticeship Levy, please discuss your decision with your employer.
* If you have a student visa then you should be aware that the university has a legal duty to report your withdrawal to the UKVI within 10 working days. International students with student visas wishing to withdraw are strongly advised to seek visa advice from the International Student Advice team. Please email: adviceinternational@londonmet.ac.uk
* The last date of attendance you provide on this form will be cross-checked against module attendance and assessment records, as well as the records of the use of your ID card to access the University.
* You will receive an email confirmation of your withdrawal within 2 working days of receipt of your request to withdraw.
* Any tuition fees will be recalculated based on your last date of attendance. The revised fee will be notified to you by email from our Student Fees and Funding office.

Withdrawal Form

**For office use:**

ID card Email

SITS Award Y / N

Signature: ........................ Date: ........................

### Withdrawal Form