

For office use:

ID card	<input type="checkbox"/>	Email	<input type="checkbox"/>
SITS	<input type="checkbox"/>	Award	Y / N
Signature:		Date:	

Withdrawal Form

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 Student Hub.
- Before making a decision to withdraw you are strongly advised to discuss your circumstances with your Academic Tutor/Mentor (undergraduate students) or Course Leader (postgraduate students) and with the Student Money and Accommodation Advice service.
- 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 Student Hub for an appointment with our Student Money and Accommodation Advice service.
- 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.studentservices@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.
- Your 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.

Student Details

Surname	First name(s)
<input type="text"/>	<input type="text"/>
Student number	Phone number
<input type="text"/>	<input type="text"/>
University email address	Alternative email address
<input type="text"/>	<input type="text"/>

Course Details

Course (e.g. BSc Finance)

Last date of attendance	Year / Level
<input type="text"/>	<input type="text"/>

Reason for withdrawal

Financial	<input type="checkbox"/>	Academic	<input type="checkbox"/>	Domestic	<input type="checkbox"/>
Health	<input type="checkbox"/>	Professional	<input type="checkbox"/>	Employment	<input type="checkbox"/>

Declaration

By signing this form you are confirming that you are aware of the consequences of your decision on both academic and financial grounds. International students are also confirming that they are aware of the immigration consequences of their decision and that they have taken appropriate advice.

Student signature	Date
<input type="text"/>	<input type="text"/>