

Guidance for Academic staff if a UG/PGT student is considering or has decided to **withdraw from the University**

Students may consider withdrawal for a variety of reasons, it is important they think through this decision as it may affect their ability to study in the future.



Meeting with the student

- Be as open, approachable and non-judgemental as possible in the meeting.
- Discuss why the student wishes to withdraw.
- Find out if the student has discussed this decision with their supporters (family, friends, or guardians).
- Ask them how long they have been thinking about withdrawal. If they have made the decision quickly they may not have accessed all possible support or know the consequences of withdrawal.



Discussing options and support

- Ask them if they have considered suspense instead of withdrawal, especially if they seem unsure, to give them more time to consider their options.
- Ask the student if there is anything the university could do differently to prevent their withdrawal.
- If they are not enjoying the course, consider if a course change is a possible solution.
- Discuss possible alternative arrangements, adjustments or academic assistance that the department can provide.
- If the student is withdrawing due to a disability or long-term medical condition, ask them if they have investigated all possible support and adjustments with the Disability Advice team.
- Check with the student if they have received additional support from professional services, make a referral to the relevant service if they have not accessed support.

Practical next steps

- Refer them to the Careers Service so they can access advice on their future plans.
- Refer the student to the Student Money Advice team to find out how their fees and funding will be affected by withdrawal. It could have serious consequences if they decide to study at university again in the future.
- Check they have sought advice from the Student Immigration Service as to the impact of withdrawal on their visa (if applicable).
Clearly explain to the student what happens next:
 - You will authorise a Change of Circumstances Form for the SREO in order to record the withdrawal and reason.
 - The SREO will email confirmation to the student when their record is updated.
 - The SREO will update the Student Loans Company/UK Visas and Immigration as appropriate.
- If you have any concerns call 4321

Finally, wish them all the best for the future! For the majority of students this will have been a difficult decision to make.