



**Withdrawal or Interrupt Study Form**

Name: ..... Student Number: .....

Programme of Study..... Stage.....

**I CONFIRM THAT I WISH TO:** (please tick below)

- WITHDRAW** from my programme of study
- TEMPORARILY INTERRUPT** my programme of study

Reason for Withdrawal/Interrupting Study

- Academic
- Personal
- Financial
- Taken up employment
- Health
- Transfer to another University – please give institution name and course title

.....

Last date of attendance.....

I intend to resume study on (date).....

ISA Signature (international students only): .....

**I understand that:**

1. There may be financial implications to withdrawing or interrupting study and I confirm that I have read the notes overleaf and the Tuition Fee Charging and Refund Policy published in the Student Handbook: [www.plymouth.ac.uk/studenthandbook](http://www.plymouth.ac.uk/studenthandbook) (select “withdrawing and interrupting students – fees payable”)
2. I am responsible for informing the Student Loans Company (SLC) or sponsor of any changes to my programme.

**STUDENT SIGNATURE.....DATE:.....**

**Your statutory right to cancel**

You enter into a contract with the University when you accept the offer of a place at the University (as set out in the University’s offer letter to you). You have a statutory right to cancel this contract (and withdraw your enrolment from the University) up to the end of a period of 14 days starting the day after you accept the University’s offer. This applies to any student at any level of study at the University.

To cancel your contract with the University you must complete and send this form or the statutory cancellation form contained in Appendix 1, or otherwise communicate your cancellation request in clear terms to your Faculty as detailed below within the 14 day cancellation period. If you exercise your right to cancel as described above, the University will refund any tuition fee paid for the relevant programme of studies within 14 days of receipt of

your cancellation request. However, please note that you may be charged for any costs incurred by the University up to the point of cancellation. Such costs may include, for example travel, laboratory consumables, printing or books ordered.

If you wish to withdraw from your programme of study after the 14 day cancellation period has expired, please submit this form as detailed below and we will apply the relevant tuition fee in accordance with the Tuition Fee Charging and Refund Policy published in the Student Handbook: [www.plymouth.ac.uk/studenthandbook](http://www.plymouth.ac.uk/studenthandbook) (select “withdrawing and interrupting students – fees payable”)

### Withdrawing or interrupting study

After discussing this decision with your Personal Tutor or Programme Lead, please post or take this form in person to your Faculty Office or email to the address below. Please note - we will accept forms emailed from your PU student email account as proof of signature.

Faculty	Telephone	Email
Arts, Humanities & Business	+44 (0)1752 585020	<a href="mailto:artshumadmin@plymouth.ac.uk">artshumadmin@plymouth.ac.uk</a>
Health <ul style="list-style-type: none"> <li>• Plymouth (Drake Circus)</li> <li>• Plymouth (PAHC)</li> <li>• Truro</li> <li>• Medicine and Dentistry</li> </ul>	+44 (0)1752 585332 +44 (0)1752 588833 +44 (0)1872 256450 +44 (0)1752 437397	<a href="mailto:HHSenrol@plymouth.ac.uk">HHSenrol@plymouth.ac.uk</a>  <a href="mailto:meddent-studentsupport@plymouth.ac.uk">meddent-studentsupport@plymouth.ac.uk</a>
Science and Engineering	+44 (0)1752 584584	<a href="mailto:Science.engineering@plymouth.ac.uk">Science.engineering@plymouth.ac.uk</a>

**If returning form by post, please post to: *insert faculty name e.g. Faculty of Health***  
**Programme Administration**  
**Plymouth University, Drake Circus**  
**Plymouth, PL4 8AA**

### International students

International students must visit International Student Advice which is located in the Student Hub before withdrawing or interrupting study. The University is required to inform UK Visas and Immigration of any change in your enrolment.

### Accommodation

Please ensure you are aware of the financial implications of withdrawing or interrupting your study by reading the Early Leaver from Halls information [here](#) as you are still bound by the terms of your licence. It is recommended that you make an appointment with a Halls Officer to discuss your situation.

### Important notes

**If you are withdrawing or interrupting study, you must do more than simply stop attending.** If you wish to withdraw or interrupt from your programme please make sure you first discuss this with your Personal Tutor or Programme Lead to ensure that this is the best course of action for you - sometimes just talking an issue/problem through can help to clarify what you need/want to do. If you still wish to withdraw or interrupt you **must** advise your Faculty Office by submitting this form. If this form is not submitted you will be deemed to still be a student and therefore liable for tuition fees. It is not sufficient to verbally inform your Personal Tutor or Programme Lead.

Please ensure you have read and are aware of the financial implications of withdrawing or interrupting study by reading the Tuition Fee Charging and Refund Policy: [www.plymouth.ac.uk/studenthandbook](http://www.plymouth.ac.uk/studenthandbook) and select “withdrawing and interrupting students – fees payable”.

Withdrawing from study means that you have decided to stop studying with Plymouth University and you have no intention of returning to continue your programme of study in the future. Please be aware that student facilities will no longer be available to you apart from those offered to alumni: [www.plymouth.ac.uk/alumni](http://www.plymouth.ac.uk/alumni)

Interrupting from study means that you have decided to temporarily suspend your studies, however you intend to resume studies in the near future. Please be aware that there is a maximum period of time in which you have to complete your award. Your Faculty Office can provide advice on your particular programme of study. You can continue to access university facilities such as the library and your computing account during your period of interruption, although the university retains the right to withdraw this if necessary.

**Appendix 1 – Cancellation form**

**Please only use this form if you wish to cancel your contract with the University.**

To: UNIVERSITY OF PLYMOUTH  
Admissions  
Floor 3, Nancy Astor Building  
Drake Circus  
Plymouth  
Devon  
PL4 8AA  
United Kingdom

Tel: +44 (0)1752 585858  
Fax: +44 (0) 1752 588050  
Email: [admissions@plymouth.ac.uk](mailto:admissions@plymouth.ac.uk)

I hereby give notice that I cancel my contract for the supply of the following services:

Programme  
Title: \_\_\_\_\_

Programme Code: \_\_\_\_ \_

Date enrolled:

Date of Acceptance of Offer: \_\_ / \_\_ / \_\_

Name of  
student: \_\_\_\_\_

Address of student:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of student .....

Date: \_\_ / \_\_ / \_\_