Considering Permanent or Temporary Withdrawal?

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<th>Name:</th>
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<td>Student ID Number:</td>
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<td>Course Title:</td>
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<td>Year &amp; Level of Study:</td>
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<td>I’m considering:</td>
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Please make an appointment to see a member of the Student Support Team as soon as possible, the team can discuss your options, and any issues you may have in confidence.

Email: enquiry@dundee.ac.uk or Telephone: 01382 381900

Other contacts

Your Academic School
Academic staff, for example your Academic Advisor of Studies, or School Office Manager/ School Office Lead. They can confirm the exact process for withdrawal in your School.

Careers Service
The Careers Service can help you explore other options, and can also advise whether you are eligible for an Exit Award. www.dundee.ac.uk/careers

Things to Consider

Accommodation Contract
Withdrawal from your course may not release you from your accommodation contract. You should contact University Residences (residences@dundee.ac.uk) or your Landlord to discuss your situation.

Independent advice can be sought from:
DUSA - https://www.dusa.co.uk/advice/housing/. They can be contacted by email at housing@dusa.co.uk from your dundee.ac.uk email account.

Citizen's Advice Bureau - The University of Dundee hosts Dundee Citizen's Advice Bureau, every Tuesdays during Semesters, 13:00-16:00. To make an appointment, email enquiry@dundee.ac.uk. Alternatively, find your nearest bureaux at: https://www.cas.org.uk/bureaux.
**Student Funding**

We would urge you to seek guidance from the University's Student Funding Unit about the potential costs of withdrawing. See: [https://www.dundee.ac.uk/student-services/student-funding/](https://www.dundee.ac.uk/student-services/student-funding/) for further information.

**NHS Bursaries**

If you withdraw from an NHS funded course, you must ensure that you inform your School and also let the NHS know by calling 0300 330 1345. If overpayments are made to you as a result of delays, then these will have to be repaid.

**SAAS and Student Finance England/Wales/NI (SFE/SFW/SFNI)**

Student Finance must always be contacted to discuss your individual circumstances.

You can find current contact details for SAAS and Student Finance for the Rest of the UK via their websites:

- [http://saas.gov.uk/](http://saas.gov.uk/)
- [https://www.studentfinancewales.eo.uk/](https://www.studentfinancewales.eo.uk/)
- [https://www.gov.uk/student-finance](https://www.gov.uk/student-finance)
- [http://www.studentfinanceni.co.uk](http://www.studentfinanceni.co.uk)

**Future Study and Funding**

Temporary withdrawal may have a different impact on your funding to a permanent withdrawal. You'll need to get in touch with your provider to find out if/how/when you might be required to pay money back if you withdraw during the academic year.

You may also want to explore with your Student Finance provider(s) how any future funding may be affected if you permanently withdraw now, but decide to take up another course in the future.

Please bear in mind that if you return to study at the University of Dundee after permanently withdrawing, you will need to reapply as a brand new student. You won't need to do this if you withdraw temporarily.

**International Students**

If you are an international student you should contact the International Advice Service for guidance [http://www.dundee.ac.uk/international/support/](http://www.dundee.ac.uk/international/support/). You can book an appointment online through their website. The University is legally obliged to report all periods of absence including withdrawal from the University to UK Visas and Immigration (UKVI). You may also wish to contact the Tier 4 Compliance team [https://www.dundee.ac.uk/student-services/compliance/](https://www.dundee.ac.uk/student-services/compliance/).

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Please note that until you have submitted a withdrawal form to your School Office, you will be deemed to be still attending your course and charged fees accordingly.

Once the forms are completed, they will be used to update your records and the relevant information will be provided to SAAS, Student Finance England or other Student Finance provider. You will also receive a letter confirming your withdrawal from the University. Please make sure you contact address on eVision is up to date!