TAUGHT STUDENT LEAVERS FORM 2011/2012

To be completed by all taught students leaving University except those leaving on completion of their programme of study

UNIVERSITY OF LEEDS

STUDENT TO COMPLETE

If you find it necessary to leave the University either permanently or temporarily (i.e. for more than 28 days) you should first discuss the matter with your personal tutor or another appropriate member of staff in your School.

Student ID Number: ☐☐☐☐☐☐☐☐☐ **Date of Birth:** _____

Last Name/Family Name: _____

Forename(s): _____ **Programme of Study:** _____

STUDENT TO COMPLETE IN CONSULTATION WITH AN APPROPRIATE MEMBER OF ACADEMIC STAFF

LEAVING PERMANENTLY ☐ **OR** **LEAVING TEMPORARY** ☐

Leaving Date (The date you cease to be a student) ☐☐ ☐☐ ☐☐

If leaving temporarily, enter the date on which you expect to return ☐☐ ☐☐ ☐☐

If you are returning to a different programme of study, you must complete a Change of Programme Form. Please give details of your new programme of study _____

Reasons for Leaving

Academic Failure	☐	Personal	☐
Illness/Health	☐	Financial	☐
Family Obligations	☐	Family Bereavement	☐
Maternity	☐	Transfer to another Institution	☐
Employment	☐	Other	☐

Name of Institution (if known)_____

Please tick box if you are living in University Accommodation ☐ Please tick box if you have been made aware of Support Services ☐

IMPORTANT INFORMATION

- If you are an overseas student in the UK under the Tier 4 Student Visa, this change will affect your immigration status in the UK. The University is required to report changes in status to the United Kingdom Border Agency.
- If you have applied for a tuition fee loan from Student Finance England (Student Loans Company) and you withdraw from your programme of study, temporarily or permanently, before 1st December:
  - You may become ineligible for a tuition fee loan.
  - The Student Loans Company may not pay your fees and you will be required to make payment to the University for any fees due.

We value our students and want to make sure that we have done everything we can to support you. Please visit www.leeds.ac.uk/ssn for details of the support available to you before you decide to leave.

Data from this form will be used to monitor the University of Leeds leaving rate and although specific data on individuals will not be recognized, we may wish to carry out follow up studies on leavers. If you do not wish to be contacted regarding these studies, please tick the box ☐

Signature of Student: _____ **Date**: _____

PARENT SCHOOL TO COMPLETE

Please sign and date this form to indicate that you are aware that the student is leaving and, in the case of temporary leavers, that you agree to the period of absence

Signature: _____ **Print Name:** _____

School: _____ **Date:** _____

If you are completing this form on behalf of the student, please ensure that the relevant paperwork signed by the student indicating their intention to leave, is attached. **THE COMPLETED FORM MUST BE RETURNED PROMPTLY, together with the Student ID Card,** to Operations Team, Student Administration, Room 10.03, Marjorie and Arnold Ziff Building.