

Voluntary Withdrawal Policy

Introduction

- 1.1 Students may choose to leave the University for various reasons such as medical, financial, personal. Before making a final decision to withdraw students should discuss their options with their Programme Leader or Personal Tutor. Students considering a voluntary withdrawal should not make such a decision without careful consideration. Once a student has voluntarily withdrawn from the programme they are no longer a student of the University and will not be readmitted without applying for admission to the University again (please note acceptance is not guaranteed).
- 1.2 Students should:
 - Contact their Programme Leader or Personal Tutor to discuss their intention to withdraw.
 - Seek support from the University Student Wellbeing Services. Students studying at a UK partner college should seek support from the University Partnership Liaison team.
 - If eligible, consider an application for consideration of extenuating circumstances, which may allow a student to undertake their assessments at a later assessment period.
 - If eligible, consider a leave of absence, which may allow the student to resume their studies at an appropriate point.

Eligibility

- 2.1 Enrolled students are permitted to withdraw from their programme at any time and for any reason, but are reminded that any fees or fines outstanding must still be paid.
- 2.2 Students funded by the SLC, by a Research Council, other funding organisation or overseas sponsor should carefully consult their sponsor to fully consider the implications of a voluntary withdrawal.
- 2.3 International students must liaise with International Student Support so they are fully informed of the implications a voluntary withdrawal has on their visa. An International Student Support Advisor must authorise a voluntary withdrawal for an international student.

Process

- 3.1 In the first instance, students should complete the steps outlined in 1.2. If the student still wishes to voluntarily withdraw from the programme, the student **must** submit a request to withdraw via e-Vision. In the absence of a request in e-Vision, the withdrawal will **not** be processed and the student will be liable for any additional fees incurred. An email or any other expression of intent to withdraw is not acceptable and **must** be accompanied with a request in e-Vision. Students are **not considered** to be withdrawn and are responsible for any incurred fees until the request is submitted. Students studying at a collaborative partner should submit a completed form to their Study Centre Coordinator/University Partnership Liaison team.

3.2 Before the Programme Leader approves the request they must direct the student to seek advice and information that is appropriate for the student to understand the implications of voluntarily withdrawing from the programme and/or to see if there is any support available that would enable a student to continue with their studies.

International students must also have their request approved by an International Student Support Advisor.

3.3 It is the student's responsibility to ensure the timely completion and submission of their request to withdraw as the withdrawal date is the date the request is submitted and the student is responsible for all fees incurred. Voluntary withdrawals cannot be back-dated retrospectively. Students should refer to the Fees Policy for further information regarding billing and payment of fees. Academic Registry Programme Support will process all withdrawals received within a maximum of ten working days.

3.4 Students living in University accommodation must ensure the keys are handed into the Hall Manager, Security officer or Residential Service Officer (University Houses). If a student fails to do this, the locks will be changed and the student will be charged accordingly.

3.5 If exceptional conditions exist which justify a late submission of a voluntary withdrawal request an explanation and supporting evidence should be provided prior to submission of a request. It is at the discretion of the Dean/Deputy Dean or Head of School (or the Head of the University of Sunderland in London/member of the Senior Management team acting as or on the Head's nomination for students studying there) and is subject to approval by the Academic Registrar/Deputy Academic Registrar. Academic Registry will back-date voluntary withdrawals in such cases, please note there must be an exceptional, compelling and evidenced reason why the student could not submit the form at the appropriate time. In the absence of such a reason the submission date of withdrawal form will be used as the student's withdrawal date.

Useful References:

1. Extenuating Circumstances Policy
<https://my.sunderland.ac.uk/display/AQH/Extenuating+Circumstances>
2. Leave of Absence Policy
<https://my.sunderland.ac.uk/display/AQH/Leave+of+Absence>
3. Fees Policy
<https://www.sunderland.ac.uk/help/finance-scholarships/tuition-fees/fee-policies/>
4. E-Vision link
https://evision.sunderland.ac.uk/urd/sits.urd/run/siw_lgn
5. Online withdrawals guidance
<https://my.sunderland.ac.uk/display/AS/Online+Withdrawals>
6. Withdrawal Form – **for students studying at UK Partner Colleges**
<https://my.sunderland.ac.uk/download/attachments/106738323/Voluntary%20Withdrawal%20Form%20for%20Partnership%20Students%20v1.docx?version=1&modificationDate=1521454762745&api=v2>