**Student Withdrawal / Interruption Form**

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| --- | --- | --- | --- | --- |
| **STUDENT NUMBER** |  | | | |
| **FAMILY NAME** |  | | | |
| **FIRST NAME** |  | | | |
| **PROGRAMME OF STUDY** |  | | | |
| **PERSONAL TUTOR** |  | | | |
| **PERSONAL EMAIL ADDRESS** |  | | | |
| **UK Students - STUDENT LOAN NUMBER (If applicable)** |  | | **US LOAN**  **YES/NO** |  |
| **TELEPHONE/MOBILE NUMBER** |  | | | |
| **STUDENT STATEMENT – INCLUDING THE REASONS FOR WITHDRAWAL / INTERRUPTION** | | | | |
|  | | | | |
| **STUDENT SIGNATURE** | | | **DATE** | |
|  | | |  | |
| **PERSONAL TUTOR / SUPERVISOR STATEMENT** | | | | | |
|  | | | | | |
| **PERSONAL TUTOR/SUPERVISOR SIGNATURE** | | **DATE** | | | |
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| **HAS THE STUDENT BEEN CONTACTED BY WELLBEING?** | **YES/NO**  **If yes please comment/sign/date** |
| **WELLBEING COMMENT** | |
|  | |
| **WELLBEING MANAGER SIGNATURE** | **DATE** |
|  |  |
| **AGREED BY ACADEMIC REGISTRAR**  **(for GradDip/BA/PGDip/MA students)** | **DATE** |
|  |  |
| **AGREED BY HEAD OF RDC**  **(for PhD students)** | **DATE** |
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| **PLEASE RETURN YOUR COMPLETED AND SIGNED FORM TO:**  **PROGRAMME ADMINISTRATION, STUDENT AND ACADEMIC SERVICES OR**  **EMAIL TO: sas@courtauld.ac.uk** | |
| **RECEIVED IN SAS** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FOR OFFICIAL SAS USE ONLY** | | **DATE RECEIVED:** | |
| **ALL STUDENTS** | | | |
| **SITS – STUDENT RECORD UPDATED** | |  | |
| **CONFIRM EMAILS (automatic and manual) generated to:**  **Associate Dean for Students,**  **Book Library, Dean and Deputy Director,**  **Development, Examinations, Facilities, Finance, IT, Senate House Library, Ugadmissions**  **Student’s Personal Tutor** | |  | |
| **Student Loan Company informed** | |  | |
| **US Loans – Finance and Admissions informed** | |  | |
| **PhD STUDENTS ONLY:** | | | |
| **Funding Body - AHRC:** |  | **Funding Body – CHASE**  **Inform CHASE via email**: |  |
| **AHRC and CHASE FUNDED STUDENTS** | | | |
| **JeS: Updated and check correctly amended:**   * **Student’s Suspension Date** | |  | |
| **JeS: Check Grant Payments Suspended** | |  | |
| **ALL STUDENTS** | | | |
| **Estimated Date of Return**  **At appropriate time RETURN REMINDER FORM completed – see below** | |  | |

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| **RETURN REMINDER FORM** | |
| **Before Estimated Return Date SAS contact student to confirm actual return date** |  |
| **RETURN DATE CONFIRMED AS:** |  |
| **PhD Students (AHRC and CHASE): Update JeS and check correctly amended:**   * **Formally Request Extension** * **Extend Student’s End Date** * **Confirm Resumption of Financial Grant Payment to Student** |  |
| **Inform return of student with Wellbeing Manager – if applicable** |  |
| **CONFIRM STUDENT’S RECORDS CORRECT ON SITS AND JeS ONCE RETURNED** |  |