# TAUGHT STUDENT LEAVERS FORM 2016/2017

**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 TEMPORARILY** ☐

**Leaving Date** ..... ☐☐ ☐☐ ☐☐

**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..... ☐ Name of Institution (if known)_____

Employment ..... ☐ Other..... ☐

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 Home Office.
- The tuition fee charging policy for students who leave during an academic year varies according to the level of study and fee status. See Student Finance (Fees) website for details http://www.leeds.ac.uk/studentservicescentre/financial_admin/leavers.htm

We value our students and want to make sure that we have done everything we can to support you. Please visit http://help.leeds.ac.uk/ 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 ☐

•The date you cease to be a student is the date you inform the University **in writing** of your intention to leave, utilising this form. This must be within 2 weeks of the form being received by the Programmes & Assessment (Operations) team for processing. Your tuition fees will be calculated based on your leaving date.

**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 WITHIN 2 WEEKS (OF LEAVING DATE), together with the Student ID Card,** to Programmes & Assessment (Operations), Student Education Service, Room 10.03, Marjorie and Arnold Ziff Building.