**Appendix C: Template - Instigation of Presumed Withdrawn Process Form**

To: Programmes and Assessment (Operations)

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| --- | --- | --- |
| **Student ID:** |  | |
| **Name (Surname, Forename):** |  | |
| **Programme of Study:** |  | |
| **Supporting Documentation Attached:** | | **Tick to confirm** |
| PWD Letter A - Informal First contact with the student | |  |
| PWD Letter B - Informal Second contact with the student | |  |
| PWD Letter C - Third letter including PWD warning and/or UKVI guidance for Student Visa holders | |  |
| PWD Letter D - Notification of referral to P&A Ops for Official Presumed Withdrawn Letter | |  |
| In sending forward this request the School/Faculty is confirming that:   * There is no record of monitored engagement with teaching opportunities during the previous four weeks; and * There is no evidence of absence recording or mitigating circumstances application submitted by a student; and * At least two communications in writing (PWD letters A-C) via email with a read receipt have been sent to the student by the Parent School regarding engagement; and * The student has failed to respond to any communications from the School; and   The School has recorded in writing an attempt to reach the student by contacting them to meet via a MS Teams phone call (as an appointment) or telephone call. | |  |
| Signed:  Full Name: | |  |

Please email this completed form to [studentrecords@adm.leeds.ac.uk](mailto:studentrecords@adm.leeds.ac.uk) with “Instigation of PWD” – S*tudent Name and SID*)