**Appendix C: Template - Instigation of Presumed Withdrawn Process Form**

To: Programmes and Assessment (Operations)

|  |  |
| --- | --- |
| **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| PWD Letter D - Notification of referral to P&A Ops for Official Presumed Withdrawn Letter |  |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 with “Instigation of PWD” – S*tudent Name and SID*)