Programme Withdrawal Form– 2021/22

## Privacy Policy

For full details of the University of Northampton’s Privacy Policy please go to

<https://www.northampton.ac.uk/about-us/privacy-policy/>

## Information collected

The personal information you have provided is to enable us to process your request accordingly. The information will be stored electronically on the Student Record system.

The information you have provided will be kept for as long as it is necessary to fulfil that purpose and then disposed of in a confidential manner. This period will not exceed the time required for processing the form and allowing for any additional correspondence.

Information provided may be shared internally with relevant staff within the Institution. This includes/may include academic colleagues within your subject(s) area and Student and Academic Services. Such sharing will be compliant with both the General Data Protection Regulation and the Data Protection Act 2018.

Information provided may also be shared with relevant external organisations and service providers. This may include: Student Finance England; Professional Funding Bodies; Partnership Providers or any other third party where we are required to comply with legal obligation. Such sharing will be compliant with both the General Data Protection Regulation and the Data Protection Act 2018.

Supplying this information means that you are entering into an agreement with the University and as such you agree to the University holding and using it for the purposes for which it was provided.

Please read the [Programme Withdrawal Guidance](https://mynorthamptonac.sharepoint.com/sites/student/Pages/guidance-documents.aspx) before completing this form.

If you have any questions about this then please contact studentsupportofficers@northampton.ac.uk

# Programme Withdrawal Form – 2021/22

PLEASE ensure you complete ALL sections on BOTH pages AND SIGN this form.

## Important information for using this form:

1. Students should note that they are liable for ALL FEES up to the date that this form has been correctly completed and emailed to studentsupportofficers@northampton.ac.uk
2. BEFORE completing and signing this form students should discuss their intention to withdraw from their studies at the University of Northampton with either their Programme Leader or a Student Support Officer.
3. If you do decide to leave the University, we need some information so that we are able to inform your tutors and other official agencies (e.g. Student Loans, UKVI etc) who require records to be amended.
4. Our aim is to ensure that you make the right decision and, should you decide to leave the University, the financial and visa implications of your withdrawal are understood. The checklist below is intended to help you think about your options.
5. Please also read Section 3.8 in the University’s Regulations to ensure you understand the regulations on withdrawing.
6. Please note it can take between 10-14 days for this form to be processed and you will receive a letter via email from the Student Records team.

## Checklist

|  |  |
| --- | --- |
| Have you discussed your intention to withdraw with your Programme Leader and/or a Student Support Officer? |  |
| Overseas Students: Have you discussed the implications of withdrawal with the International Student Support Services (ISSS) iss@northampton.ac.uk  |  |
| Have you considered the possibility of taking a study break?*Note: International Students must consider visa issues with ISSS.* |  |
| If you have got behind in your studies, have you discussed with your Programme Leader/Tutors whether it might be possible to 'catch up'? |  |
| If you are experiencing financial difficulties, have you investigated the possible sources of financial support available – advice from the Finance and Guidance team? money@northampton.ac.uk |  |
| Are you living in University Halls? If so, you will need to make the accommodation team aware as there is a separate form to complete stu\_accom@northampton.ac.uk Or if you are in Private Housing please speak with Madie.Patel@northampton.ac.uk |  |
| I have read the Guidance Notes and understand the implications of withdrawing. |  |

## Section 1: Student details

|  |  |
| --- | --- |
| Name: | Student ID: |
| Contact Telephone No: | Email: |
| Last Date of Attendance: |
| Current Programme: |

## Section 2: Your reason for leaving the University

Please read through all the choices listed below and then tick the one that is most relevant to you.

|  |  |  |
| --- | --- | --- |
|  | **Reason** | **Tick one** |
| **To do with the Programme and Academic Support** | Not academically prepared for university study | [ ]  CS01 |
| Programme content not what expected | [ ]  CS02 |
| Volume of work more than expected | [ ]  CS03 |
| Level of work more difficult than expected | [ ]  CS04 |
| Level of work easier than expected | [ ]  CS05 |
| Programme had inadequate resources | [ ]  CS06 |
| Disliked methods of assessment | [ ]  CS07 |
| Lost touch with Programme and got behind with the assessment load | [ ]  CS08 |
| Dissatisfaction with teaching on the Programme | [ ]  CS09 |
| Breakdown of staff/student relationship | [ ]  CS10 |
| Dissatisfaction with support from Personal Tutor | [ ]  CS11 |
| **Entered employment** | Starting a job/business (to do with Programme) | [ ]  EM01 |
| Starting a job/business (not related to Programme) | [ ]  EM02 |
| **Equality issues** | Faced harassment, bullying or discrimination | [ ]  EQ01 |
| Disability/additional needs not met | [ ]  EQ02 |
| **Financial issues** | Problems with Programme fees | [ ]  FN01 |
| Problems with cost of living/cost of accommodation | [ ]  FN02 |
| Unable to face long term debts | [ ]  FN03 |
| Employer sponsorship withdrawn | [ ]  FN04 |
| **Health issues** | Health problems arising since starting Programme | [ ]  HD02 |
| Problems to do with health issues in existence before starting the Programme | [ ]  HD03 |
| Pregnancy | [ ]  HD04 |
| **Work life balance and environment** | Dissatisfaction with Northampton as a place to live | [ ]  LW01 |
| Dissatisfaction with campus and its facilities | [ ]  LW02 |
| Problems with childcare arrangements | [ ]  LW03 |
| Pressure of having to work and study | [ ]  LW04 |
| Unsocial hours of work placements for Programme | [ ]  LW05 |
| Difficulties travelling to place of study | [ ]  LW06 |
| Difficulties travelling to work placements for Programme | [ ]  LW07 |
| **Personal matters** | Changed long term career plans | [ ]  PP01 |
| Changed employment- Programme no longer relevant | [ ]  PP02 |
| Family or relationship issues | [ ]  PP03 |
| Isolation/loneliness/didn’t fit in at university/homesickness | [ ]  PP04 |
| **Other** | Transferring to another institution | [ ]  TE01 |
| Plan to Restart Year | [ ]  TN01 |

|  |
| --- |
| Other Reason Not Listed Above – Please provide details: |
| We may wish to obtain further details about your reason for leaving to help us learn from your experience. **Please tick the box if you DO NOT wish to receive a telephone call or participate in a survey:** [ ]  |

|  |
| --- |
| **Student Declaration:**[ ]  I confirm that I have read and understood the [Programme Withdrawal Guidance](https://mynorthamptonac.sharepoint.com/sites/student/Pages/guidance-documents.aspx), and I have consulted the Programme Leader/Student Support Officer and understand the advice I have been given. [ ]  I am aware of any financial/visa implications of leaving University studies at this point in time.[ ]  I have informed the accommodation team of my withdrawal (only applicable if staying in Halls of Residence).**Student Signature:** ………………………………………………………………………….. **Date:** ……………………………IMPORTANT: The University has a legal obligation to record your reason for leaving so please ensure Section 2 is completed |

Please complete ALL information and return the form to: studentsupportofficers@northampton.ac.uk

OFFICE USE:

|  |
| --- |
| [ ]  Student Records System Amended[ ]  Internal notification (incl. Accommodation)[ ]  Check eligibility for Interim Award[ ]  Programme/Module Leaders[ ]  International Student Support Services |