

WITHDRAWAL FORM

This form should be completed by the student in conjunction with the Course Director. Please note that all amendments require Faculty approval. The completed form should be returned as appropriate to:

- ∞ Belfast – Student Services
- ∞ Coleraine – Faculty Office
- ∞ Jordanstown – Faculty Office
- ∞ Magee – Faculty Office

FACULTY STAMP

(Please note this form cannot be processed unless it has been stamped by Faculty)

IMPORTANT INFORMATION REGARDING DEREGISTRATION & TUITION FEES CAN BE FOUND OVERLEAF

PERSONAL DETAILS

(This section must be completed in all cases).

Forename: _____ Surname: _____

I.D Number: _____ DOB: _____

Address: _____

Source of Fees (Self, LEA, Employer etc.): _____ SSN: _____

Faculty: _____ Campus: _____

Course Title: _____ UCAS Course Code: _____

Course Code: _____ Year: _____ Mode of Study: FT or PT (please circle)

Please tick if intention to Withdraw from course has been completed online:

NOTIFICATION OF WITHDRAWAL

If the student has registered for the current academic year then *Intention to Withdraw from a Programme* should be registered on the Student Self Service web page before this form is completed. The student will be liable for fees up to the date *Intention to Withdraw* has been completed online. (Student Self Service web page can be found at: <https://srssb.ulster.ac.uk>)

If the student has not yet registered for the current academic year then *Intention to Withdraw from a Programme* through Student Self Service is not required, only the appropriate paperwork.

(Each student should submit a formal letter of withdrawal to the Course Director. The student ID card should also be attached to this form).

Reason for Withdrawal: _____

Course Director's signature: _____ Date: _____

Student's signature: _____ Date: _____

If you have not registered your intention online, the withdrawal will take effect from the date this section is completed by the Course Director.

IMPORTANT STEPS TO FOLLOW TO COMPLETE DEREGISTRATION:

Deregistration is the term given to a break in study via Withdrawal from study or Leave of Absence. Further information can be found at ulster.ac.uk/academicservices/student

1. Complete the intention to deregister on the Portal : <https://srssb.ulster.ac.uk>
2. Seek advice from your Course Director and understand financial implications outlined below.
3. Complete a Withdrawal form with your Course Director.

TUITION FEE LIABILITY

(Information can be found at: <http://www.ulster.ac.uk/finance/fees>)

New students have a 14-day right to cancel from point of Registration before becoming liable for fees.

Full-time Home/EU Undergraduate, PGCE/Postgraduate Taught/MPhil and MRes Students:

Please note that once registered full-time Home/EU undergraduate, PGCE/Postgraduate Taught/MPhil and MRes students will be liable for fees as follows:

Withdrawals/LOA dates

Start of term until 1st Sunday in January
From 1st Monday in January until 1st Sunday after Easter
From 1st Monday after Easter until end of term

Fee Liability

25% of full annual fee*
50% of full annual fee*
100% of full annual fee*

*The fee liability is in percentage terms of the full annual fee for the appropriate mode/level of study.

Part-time Home/EU Undergraduate/Postgraduate Taught/MPhil and MRes students:

Withdrawal/LOA dates

From 1st day of term until 31 October

Fee Liability

25% of the full annual fee or 50% of the semester 1 fee whichever is the highest.

From 1 November until 7 January

50% of the full annual fee or 100% of the semester 1 fee whichever is the highest.

From 8 January until 28 February

75% of the full annual fee

From 1 March

100% of the full annual fee

Overseas Full-Time and Part-Time

Withdrawal/LOA dates

From 1st day of term until 31 October
From 1 November until 28 February
From 1 March

Fee Liability

Nil
100% of semester 1 fees
100% of the full annual fee

Please note that Overseas Distance Learning students will be required to pay a non refundable deposit equal to 20% of their tuition fees at registration.

FOR OFFICIAL USE

REGISTRY STAMP

Database updated by: _____

Date: _____

COC submitted if applicable: _____

Fees notified if applicable: _____