

**What is a permanent withdrawal?**

Permanent withdrawal means leaving the University for good, which you may decide to do for various reasons. For example, you may be transferring to a different university, wanting to seek full-time employment, or even wanting to leave for financial, personal or medical reasons. Obviously, deciding to withdraw from university is a big decision to make, and we recommend that you talk it through first so that you’re sure you’ve made the right decision.

You can discuss the situation with us here in the Advice Service, but also try to talk with friends and family, your personal tutor or Head of Department, and other university support services such as the University’s Welfare Service, Student Wellbeing Service, AccessAbility Centre, Careers Service or Centre for Academic Achievement. Each service has lots of staff who can offer help and support, and who may be able to assist you to overcome any difficulties you may have.

However, if you’re absolutely sure that you want to leave the University, there is a simple process in place to enable you to do so.

**How do I apply to permanently withdraw?**

To permanently withdraw from the university, you should complete the online Withdrawal Request process. If you are an Undergraduate or Postgraduate Taught student, you should login to [MyStudentRecord](https://srs.le.ac.uk/sipr/sits.urd/run/siw_lgn) to complete the process. If you are a Postgraduate Research (PGR) student, you should login to [MYPGR](https://mypgr.le.ac.uk/do/leicester-login/login). The University has provided a YouTube video to explain how to complete the form, which can be found [here](https://youtu.be/XfCyiEpO5Gk).

When you have completed this form, you will receive an email to your university email address, confirming that your form has been submitted to the University.

Following this, your school/department will review your request, confirm your last date of engagement, before approving your withdrawal from your studies.

Once your withdrawal request has been approved, this will be confirmed by an email to your university email address.

The University will notify the relevant organisations (where needed) of your withdrawal, as soon as possible. These include the Student Finance England, UK Visas and HESA.

**University Accommodation**

If you are in university managed accommodation, when you have decided to withdraw from your studies you will need to email accommodation@le.ac.uk to confirm this. In the email you should include your name, student ID number, full term-time address and specify the date which you want to end your tenancy.

In your accommodation contract, in the terms and conditions (Section 5.2) it explains that you must give 4 weeks’ notice. The [Accommodation Service](https://le.ac.uk/study/accommodation/contact-us) will charge you for every day you have been in your university accommodation, until the day you tell the Accommodation Service that you are withdrawing, plus the additional 4 weeks’ notice. Within these 4 weeks, you should clear your room, return your key and email accommodation to confirm that you have done this.

Any money you owe to the university for your accommodation must be paid in full and any money paid for the period after your notice will be returned to you.

**Private Accommodation**

As your tenancy agreement is a legally binding document, you may not be able to simply end your contract as you have committed to living there. It would be best to email your landlord or letting agents to find out what your options are in regard to leaving your tenancy.

You could advertise your room on the Advice Service’s [Housemate Finder Facebook](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.facebook.com%2Fgroups%2FUoLFlatmateFinder&data=05%7C02%7Cnc372%40leicester.ac.uk%7Ccf5fd5f4ca5e48cf468808dc44478402%7Caebecd6a31d44b0195ce8274afe853d9%7C0%7C0%7C638460321456452333%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=ynJzz1OURJVNH3Us4VTPVY0Z8MsbIXwhI5Ar8tw2tgY%3D&reserved=0) group if you are required to find a replacement tenant. There are also other options to advertise your room such as [RightMove.co.uk](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.rightmove.co.uk%2F&data=05%7C02%7Cnc372%40leicester.ac.uk%7Ccf5fd5f4ca5e48cf468808dc44478402%7Caebecd6a31d44b0195ce8274afe853d9%7C0%7C0%7C638460321456483015%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Mf%2F1mwQq3kQj%2FemUQcaCNr5KIA2NLSqS4Kjh51sSPq8%3D&reserved=0) or [SpareRoom.co.uk](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.spareroom.co.uk%2F&data=05%7C02%7Cnc372%40leicester.ac.uk%7Ccf5fd5f4ca5e48cf468808dc44478402%7Caebecd6a31d44b0195ce8274afe853d9%7C0%7C0%7C638460321456490606%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=X69TPQC2RV2iUihbo7DWAJ6XmMOfNsB8UQ7e0C5BnVg%3D&reserved=0) .

Please note – you will no longer receive a council tax discount after you withdraw from your studies.

**International Students**

Please contact the Student Immigration Advice and Compliance team as soon as possible, as withdrawing from your studies will impact your Visa status. Their contact details are visas@le.ac.uk or 0116 229 7400.

**Tier 4 Visa**

The University is legally required to report any change in the registration status of an international student to UK Visas and Immigration (UKVI) who will then adjust your visa to a new expiry date. UKVI will normally allow a ‘grace period’ of 60 days for you to leave the UK or make another immigration application, but this is not guaranteed.

If you have already left the UK when you withdraw, your visa will stop being valid immediately.

If you have paid Immigration Health Surcharge, you will continue to be eligible for free NHS hospital treatment until your new visa expiry date.

**Other Visas**

If you are here on another visa type/immigration route, such as Tier 1 General, Tier 2 or a dependent’s visa, the University will not advise the UKVI that your studies are suspended. However, it is recommended that you seek advice about how your withdrawal may affect your immigration status.

**Withdrawing within 14 days of your course start date**

You have the right to permanently withdraw from the University within 14 days of your course start date without giving any reason.

You must follow the withdrawal process outlined above and make it clear that your withdrawal is within 14 days of the course start date. When your withdrawal request is approved, the University will refund any tuition fees paid.

**Withdrawing after 14 days of your course start date**

If you choose to permanently withdraw from your studies after 14 days of your course start date, the tuition fee calculation is made depending on what type of course you are studying. Tuition fee calculations are split into 5 separate categories (Undergraduate and PGCE students, Postgraduate Taught, Postgraduate Research, Distance Learning students and part-time or sponsored students) and you can find information relating to these calculations [here.](https://le.ac.uk/policies/fees-funding/leaving/withdrawing)

You will not be liable to pay any tuition fees for years of your course that take place, after your withdrawal.

**Transferring to a different University**

It is also worth noting that, if you’re an undergraduate student, and you wish to study at another institution in the future, your eligibility for financial support from the Student Finance England may be affected. Please contact the university’s Student Welfare Service for financial guidance.

***We highly recommend that you read through the University’s guidance on withdrawing, found*** [***here***](https://le.ac.uk/policies/fees-funding/leaving/withdrawing)***, as this gives more detail about what you need to do and take note of, depending on your level or mode of study.***

**What can the Advice Service do for me?**

Here in the [Advice Service](https://www.leicesterunion.com/support/adviceservice/) we provide confidential academic and housing advice. We also offer guidance and signposting to Employment Rights, Legal, Wellbeing Services and anything else that enriches your university experience. We are an independent organisation and separate from the University. Therefore, we have no involvement in the decision-making processes of the University and we do not have access to any of the data on academic and/or personal records.

If you’re unsure whether permanent withdrawal is right for you, our advisers can talk you through your other options. We can also signpost you to other support services who may be able to help with specific issues, such as health issues, study skills, and financial difficulties.

However, if you’re sure that you do want to withdraw, we can advise you on how to complete the form.

If you’re thinking of transferring to a different university, our advisers can also give you advice on how to go about looking for a new university, or a new course.

We’re also able to signpost you to other services from around the Students’ Union, University and in the community who might be able to help you with different aspects of your circumstances.

Feel free to get in touch with us via our [contact us form](https://www.leicesterunion.com/support/adviceservice/getintouch/), and we will then get back to you to provide further advice or discuss ways to support you through the process.

Our opening hours are 11am-3pm, Monday to Friday.

If your query is urgent, you can contact us on advice@le.ac.uk or +44 (0)116 223 1132.

**Who else can I talk to about withdrawing from my studies?**

The following people and services may be able to help you with various aspects of your withdrawal from university:

* **Personal Tutor/your department** – It’s always worth talking to your personal tutor about your decision, so that they’re aware of the situation, and can advise you on any ways your department can support you.
* **GP** – If you’re suspending for health reasons, your GP can help you get the help you need.
* [**Student Finance England**](https://www.gov.uk/student-finance-if-you-suspend-or-leave/stopping-your-student-loan)– If you receive funding from the Student Finance England, you will need to inform them of your suspension.
* [Centre for Academic Achievement](https://le.ac.uk/library/academic-achievement) **–** The Centre for Academic Achievement provides one-to-one help, advice and online resources for University of Leicester students during your studies. Email achieve@leicester.ac.uk or visit their website to [book an appointment.](https://myacademicskillscentre.le.ac.uk/unauth)
* [AccessAbility Centre](https://le.ac.uk/accessability-centre) - The AccessAbility Centre offers support and practical help for students with dyslexia or other specific learning difficulties such as physical, mental health or mobility difficulties; and deafness or visual impairment. To find out if they can offer you support, contact them on accessable@le.ac.uk or call +44 (0)116 252 5002.
* [Student Welfare Service](https://le.ac.uk/study/wellbeing/support-services/withdraw/suspend) – We highly recommend that you speak to Welfare, as withdrawing your studies may have financial implications if you receive support from Student Finance England. They’re located in the Percy Gee building, and their contact details are + 44 (0)116 223 1185 or welfare@le.ac.uk .
* Student Immigration Advice and Compliance Team – For information and advice on visas and immigration, and how suspending your studies might impact this, email visas@le.ac.uk.
* [Student Wellbeing Service](https://le.ac.uk/study/wellbeing/support-services/withdraw/suspend) – If you feel that you need mental health support, the University offers a counselling service for students. You can book an appointment by filling in their [online form](https://corenet4.coreims.co.uk/LeicesterUni/selfreferral/selfreferralstart.aspx). You can also contact them on +44 (0)116 223 1780 or wellbeing@le.ac.uk.
* [Careers and Employability Service](https://le.ac.uk/study/undergraduates/careers/career-development-service) – The University’s Careers and Employability Service can discuss your options with you, and help you think about career and study options. To book an appointment please fill out their [appointment booking form](https://mycareers.le.ac.uk/unauth), or to get in touch please email careerhelp@leicester.ac.uk. It’s important that you go to a Careers appointment prepared, so take your CV along with you, and have a think beforehand about what career path you’d like to take.
* [Accommodation and Residential Services](https://le.ac.uk/study/accommodation/contact-us)  – if you need to make changes to your university managed accommodation contract when you are withdrawing from your studies. Their contact details are accommodation@le.ac.uk or +44 (0)116 252 2428.

**Useful Links**

* [University’s information about Permanent Withdrawals](https://le.ac.uk/study/wellbeing/support-services/withdraw/withdrawing#:~:text=How%20to%20withdraw,MyStudentRecord%20to%20complete%20the%20process.)
* [Guidance for Undergraduate Students](https://le.ac.uk/policies/fees-funding/leaving/withdrawing)
* [Guidance for Postgraduate Students](https://le.ac.uk/policies/fees-funding/leaving/withdrawing)
* [Guidance for Distance Learning Students](https://le.ac.uk/policies/fees-funding/leaving/withdrawing)
* [Guidance for Postgraduate Research Students](https://le.ac.uk/policies/fees-funding/leaving/withdrawing)
* [Senate Regulation 2.41 onwards, relating to Withdrawal of Studies](https://le.ac.uk/policies/regulations/senate-regulations/senate-regulation-2#:~:text=A%20student%20who%20has%20not,to%20withdraw%20from%20the%20University.)

