# **STUDENT WITHDRAWAL FORM 2024-25**

This form must be completed and returned to the Course team by students who wish to permanently withdraw from their studies at Norwich University of the Arts ([Course team email addresses are listed below](#_PLEASE_EMAIL_YOUR))

**[PLEASE READ THE IMPORTANT INFORMATION ON THE NEXT PAGE BEFORE COMPLETING THIS FORM](#_IMPORTANT_INFORMATION)**

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| **THIS SECTION TO BE COMPLETED BY STUDENT** |
| Full Name: | Student Number:  |
| Date of birth:  | Contact telephone number/email address: |
| Address for correspondence: | Course title: |
| Year of study:  |
| **THIS SECTION TO BE COMPLETED BY COURSE LEADER / COORDINATOR** |
| Withdrawals must be discussed with your Course Leader (Undergraduates) or Postgraduate Taught Coordinator who should sign and date this form to confirm receipt of your formal notification of withdrawal.Course Leader / Postgraduate Taught Coordinator Name:  Please indicate that the financial implications of withdrawal have been discussed with the student: [ ] Signed: Date of withdrawal:   *Course Leader / Postgraduate Taught Coordinator*  |
| **THIS SECTION TO BE COMPLETED BY STUDENT - Reason for withdrawal** |
| Academic reasons [ ] Personal reasons [ ] Gone into employment [ ] Financial reasons [ ] Health reasons [ ] Transfer to another institution [ ] *please complete the information in the adjacent box*Other reasons [ ] *please specify below*  | Please provide all the following details of the institution you are transferring to: |
| Institution name: Start and completion dates:Level/year of entry:Course UCAS code:Institution HEI code:Tuition fee: **Providing all of this information will ensure that any financial support you are receiving through the Student Loans Company will remain in place.** |
| **International Students** I am a UKVI sponsored student currently sponsored by Norwich University of the Arts  | Yes [ ]  | No [ ]  |
| I confirm that I wish to withdraw from my programme of study. [ ]  I understand that once I am withdrawn from university, if I receive a fail for any assessments, then I will not be offered any resubmission opportunities. [ ] **I have read the** [**Important Information**](#_IMPORTANT_INFORMATION) **(below) and understand the financial implications of my withdrawal.** [ ]  Signed: Date:  |
| PLEASE EMAIL YOUR COMPLETED FORM TO**:**

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| --- | --- |
| Acting | acting@norwichuni.ac.uk |
| Animation | animationandvfx@norwichuni.ac.uk |
| Animation and Visual Effects | animationandvfx@norwichuni.ac.uk |
| Architecture and MArch | architecture@norwichuni.ac.uk |
| Creative Computing | creativebsc@norwichuni.ac.uk  |
| Creative Technology & Robotics | creativebsc@norwichuni.ac.uk  |
| Design for Publishing | graphics@norwichuni.ac.uk |
| Diploma of Creative Computing | diplomas@norwichuni.ac.uk |
| Fashion | fashion@norwichuni.ac.uk  |
| Fashion Communication and Promotion | fcp@norwichuni.ac.uk  |
| Fashion Marketing and Business | fmb@norwichuni.ac.uk |
| Film and Moving Image Production | film@norwichuni.ac.uk |
| Fine Art | fineart@norwichuni.ac.uk |
| Games Art and Design | games@norwichuni.ac.uk |
| Games Development | games@norwichuni.ac.uk |
| Graphic Communications | graphics@norwichuni.ac.uk |
| Graphic Design | graphics@norwichuni.ac.uk |
| Illustration | illustration@norwichuni.ac.uk |
| Interior Design | interiordesign@norwichuni.ac.uk |
| Photography | photography@norwichuni.ac.uk |
| Postgraduate | postgrad@norwichuni.ac.uk |
| Short Courses | shortcourses@norwichuni.ac.uk |
| Textile Design | textiledesign@norwichuni.ac.uk  |
| User Experience | graphics@norwichuni.ac.uk |
| Year 0 | year0@norwichuni.ac.uk |

**OR SUBMIT A PAPER COPY TO: Student Enquiries Office, Room 25, St Georges Building****OR POST IT TO:** **Norwich University of the Arts (REF: WD), Francis House, 3-7 Redwell Street, Norwich, NR2 4SN**  |
| **Office use only** |
| ***STUDENT ENQUIRIES OFFICE:***[ ]  Date completed form received …... / …... / ….….[ ]  Student withdrawn on E-Vision …... / …... / ….….[ ]  Last date accessed DSA support …... / …... / ….….[ ]  Tuition Fee confirmed by Credit Control:TF £SLC £ Student £ [ ]  CoC submitted …... / …... / ….….[ ]  Confirmation of withdrawal letter …... / …... / ….…. |
| **IMPORTANT INFORMATION****If you are thinking about withdrawing from your course, make sure you speak to your Course Leader or Postgraduate Taught Coordinator** **first of all. He or she will be able to talk to you about your reasons for wanting to leave and may have suggestions as to how you can continue with your studies at the University.** **FINANCE**If you leave your course part of the way through the academic year, there are financial implications depending on when you inform us of your withdrawal.  We work out the tuition fees you owe according to the date we receive your completed copy of this form. It is important therefore that you contact your Course Leader or Postgraduate Taught Coordinator as soon as you decide to withdraw, as not doing so could result in a higher fee liability than you were anticipating.**Undergraduate Courses:**If you are a new entrant to the University in September 2024 and **we receive your withdrawal form by 4 October 2024**, there will be no fees due.  Any fees already paid by you will be refunded in full.**If your tuition fees are paid by your student loan provider:*** Withdrawal on or before 6 January 2025: 25% of full year fees payable;
* Withdrawal between 7 January 2025 and 28 April 2025: 50% of full year fees payable;
* Withdrawal after 28 April 2025: full year fees payable.

**All other undergraduate students:*** Withdrawal on or before 6 January 2025: one third of full year fees payable;
* Withdrawal between 7 January 2025 and 28 April 2025: two thirds of full year fees payable;
* Withdrawal after 28 April 2025: full year fees payable.

Students who withdraw from the University will lose any discounts given against tuition fees and will have their fees recalculated accordingly.Leaving your course early may affect your entitlement to student finance if you return to higher education in the future and you may have to repay some of your maintenance loan or grant depending on the date we withdraw you.  If applicable, you should notify Student Finance England (SFE) or your Local Authority (whichever you originally applied to) of your intention to withdraw.  If you receive a Maintenance Loan or Grant payment from SFE after submitting your withdrawal form, we strongly advise you not to spend this money until you have sought advice directly from SFE as it is likely you will be asked to repay this money once SFE has received notification of your withdrawal from us.**Postgraduate Master of Architecture Courses:**If your postgraduate Master of Architecture course starts in September 2024 **and we receive your withdrawal form by 11 October 2024**, there will be no fees due.  Any fees already paid by you will be refunded in full.For full time Master of Architecture students where fees are paid directly to the University by the Student Loan Company: * Withdrawal on or before 27 January 2025: 25% of full year fees payable;
* Withdrawal between 28 January 2025 and 2 June 2025: 50% of full year fees payable;
* Withdrawal after 2 June 2025: full year fees payable

Please contact us if you require further information on your fee liability if you are considering withdrawing.**Postgraduate MA Courses:**If your postgraduate course starts in September 2024 **and we receive your withdrawal form by 11 October 2024**, there will be no fees due.  Any fees already paid by you will be refunded in full.* Withdrawal on or before 27 January 2025: one third of full year fees payable;
* Withdrawal between 28 January 2025 and 2 June 2025: two thirds of full year fee payable;
* Withdrawal after 2 June 2025: full year fees payable.

**For all courses:**Students who withdraw from the University will lose any discounts given against tuition fees and will have their fees recalculated accordingly.**Please refer to the Academic Registry’s ‘Useful Information’ pages of the intranet for more information on the financial implications of withdrawal.****INTERIM AWARDS**If you achieved enough credit during your studies at the University to become eligible for an interim award, this will be confirmed by the relevant Award Board at its’ next meeting. Students who receive a Diploma of Higher Education or higher award are invited to a graduation ceremony at Norwich University of the Arts, but please note that the University may not allow you to attend if you have outstanding tuition fee debts and/or library fines. |