**TAKING A BREAK FROM YOUR STUDIES / WITHDRAWAL FORM**

**UNDERGRADUATE STUDENTS**

It is important that you complete this formif you wish to take a break from, or leave, your studies. Completing this form will ensure that your student record is kept up-to-date, that you are not charged continuing tuition fees and that the relevant Schools and University Offices are informed of your departure from study. Withdrawing or suspending from study may affect your tuition fees; please see our [Refund Policy](https://www.abdn.ac.uk/students/finance/tuition-fee-rates-201819-1916.php) available on the tuition fees website, or contact tuitionfees@abdn.ac.uk for more information.

Before completing this form, please discuss your situation with any of the staff listed below; they are available to discuss options which may allow you to continue with your studies or resume them now or at a later date. You may also find the ‘Frequently Asked Questions for students who withdraw from study’ document helpful: <https://www.abdn.ac.uk/students/documents/WithdrawalFAQ.pdf>

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| **Personal Details** |
| Student ID Number: |  | Date of Birth:(dd/mm/yy) |  |
| Forename: |  | Surname: |  |
| Degree Programme Title:(MA English, BSc Biology, MEng Chemical, etc) |  | Year of Study:(1st, 2nd, 3rd, 4th, 5th) |  |
| Personal email address:(@hotmail, @gmail, etc) |  |
| Student Visa Holder:(Y\*/N) |  | Contact Telephone Number: |  |
| Address for future correspondence: |
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| The date of taking a break/withdrawal is the date that this form is submitted to the Registry.  You will be charged the appropriate tuition fees up until this date as per the [Refund Policy](https://www.abdn.ac.uk/students/finance/tuition-fee-rates-201819-1916.php). Retrospective withdrawal is not permitted.   **\*STUDENT VISA HOLDER:** If you withdraw from study the University is no longer permitted to sponsor your Student Visa and is obliged to report you to the Home Office. Please refer to the terms of your visa. |

**I have discussed my reasons for leaving with the following** (Please tick as appropriate):-

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| Personal Tutor/Regent/PPA |  | Student Support Staff |  |
| Registry Officer/Erasmus Team  |  | Students’ Association |  |
| School Contacts for Students Taking a Break |  | University Counselling Service |  |
| Programme Coordinator/Teaching Staff |  | Other (e.g. Friends and Family, Medical Staff) |  |

**Please complete the sections overleaf and return to:** undergraduate@abdn.ac.uk

**REASONS FOR TAKING A BREAK FROM YOUR STUDIES / WITHDRAWAL**

Please indicate your reasons for taking a break, or withdrawing, from your studies. The information you provide will be reviewed by relevant individuals (including Schools and other departments) to help the University better understand the reasons why students take a break, or withdraw, from their studies so that we can make improvements to our student services as appropriate.

**The School and other departments may wish to contact you to discuss your reasons for leaving, to keep in touch with you about Aberdeen and the possibility of returning to study. Please tick the box if you DO NOT want to be contacted.**

**Reasons for leaving** (Please tick all boxes that apply):

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| Personal reasons, unrelated to your studies |  | Problems with fellow students |  |
| Ill Health |  | Dissatisfaction with the University |  |
| Financial Problems |  | Dissatisfaction with Programme of Study |  |
| Unsettled in Aberdeen |  | Problems with a member of staff |  |
| Academic requirements too demanding |  | Transferred to another Higher Education Institution |  |
| Academic requirements too easy |  | Other Reasons: Please indicate below |  |

It would be extremely helpful if you could expand on your reasons for leaving. Is there anything the University could have done which would have resulted in you continuing with your studies at this time (please continue on a separate sheet if necessary):-

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**RETURNING TO STUDY**

If you wish to return to study you will need to apply for readmission, by completing the *Application for Readmission Form* which can be downloaded from <https://www.abdn.ac.uk/students/academic-life/readmission> (Not applicable to Erasmus and PGDE students).

**Are you planning to apply for Readmission?** YES / NO (delete as appropriate)

If yes, is there anything that the University or School could do to enable you to resume your studies more easily? Please specify:

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Please complete if appropriate:

 I would like the University to support me in taking a SAAS Medical Leave of Absence. I have discussed this with Student Support (student.support@abdn.ac.uk) and my planned return date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 I would like the University to support me in taking a SAAS Carer Leave of Absence. I have discussed this with Student Support (student.support@abdn.ac.uk) and my planned return date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Please note: If you have indicated that you would like to return to study, the University or the School may contact you in the future, regarding your studies.**

**Please note, following your withdrawal access to course material i.e. MyAberdeen etc will not be available unless you apply to become an Associate Student. Otherwise, you can download material before you withdraw from study.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_