



**University of  
Nottingham**  
UK | CHINA | MALAYSIA

<b>Service Item</b>	Leaving Form (suspension/withdrawal/termination)
<b>Service Category</b>	Financial Service
<b>Eligible to</b>	Students whose course has been suspended/withdrawn/terminated
<b>Required Materials</b>	Leaving form
<b>Service Turnaround Time</b>	Maximum 10 working days for refund (if applicable)
<b>Note</b>	<p>We will arrange the refund (if any) to students' BoC cards within 10 working days after student submitting the leaving form to The Hub.</p> <p>Next step is to submit the copy of the form to Accommodation Office. Accommodation fee and room deposit refund is calculated and processed by accommodation office directly.</p>