



## REQUEST OF WITHDRAWAL

If you wish to withdraw your studies, please complete sections 1-4 of this form and submit the form together with supporting materials to [ASO@nottingham.edu.cn](mailto:ASO@nottingham.edu.cn). The Academic Services Office will inform you the outcome of your application.

### Section 1 – Your Details

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: 

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| d | d | m | m | y | y | y | y |
|---|---|---|---|---|---|---|---|

 Student ID Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

### Section 2 – Course Details

Course Title: \_\_\_\_\_ Year of Course: \_\_\_\_\_

### Section 3 – Withdrawal Details

Last date of attendance on the above course: 

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| d | d | m | m | y | y | y | y |
|---|---|---|---|---|---|---|---|

\*Please note that Finance Office will refund your tuition fee based on the above date of last attendance.

Reason(s) for withdrawing from your course: \_\_\_\_\_

If you are transferring to another University, please state (and attach the offer letter if applicable):

Name of University: \_\_\_\_\_

Course title: \_\_\_\_\_ Year: \_\_\_\_\_

Start date: \_\_\_\_\_ Duration of course: \_\_\_\_\_

### Section 4 – Student Declaration

I understand that once the Academic Services Office processed this completed form, I will **no longer be considered as a student of the University of Nottingham Ningbo China.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you have funding for your course, it is your responsibility to ensure that your sponsor is informed of the withdrawal.

**Please complete section 1-4 above and submit the form together with supporting materials to [ASO@nottingham.edu.cn](mailto:ASO@nottingham.edu.cn). Your School Faculty Office will contact you for making appointment to meet with Head of School/Department (or Nominee).**

### Section 5 – School/Department Consultation

I confirm that I am aware of the withdrawal request and have advised on the possibilities and potential implications open to student.

Signed: \_\_\_\_\_ (Head of School/Department or Nominee) Date: \_\_\_\_\_

### Section 6 – Global Engagement Office Confirmation (for international students only)

On behalf of the Global Engagement Office, I can confirm that the student has been fully informed of the implications this withdrawal will have on his/her immigration status in the PRC. The student understands that the University is obliged to report this withdrawal to the Home Office at some point in the near future.

Signed: \_\_\_\_\_ (On behalf of the Global Engagement Office) Date: \_\_\_\_\_

### Section 7 – University Approval

Signed: \_\_\_\_\_ (Vice Provost Teaching and Learning or Nominee) Date: \_\_\_\_\_



## REQUEST OF WITHDRAWAL

**Section B** (Academic Services Office use only)

Registration status changed on Student Record System: \_\_\_\_\_

Finance notified: \_\_\_\_\_

Faculty Office notified: \_\_\_\_\_

Checked and completed by: \_\_\_\_\_