

## OVERSEAS COLLEGES – WITHDRAWAL FORM

### IMPORTANT INFORMATION

**Please only use if the student is to be permanently withdrawn from their programme of study.**

Please fill in all the required information and forward the completed form to the Collaborations Student Records Team, University of Greenwich.

### College staff to complete - STUDENT AND PROGRAMME DETAILS:

<b>Student ID:</b>		<i>(optional)</i> Student Signature
<b>First Name:</b>		
<b>Surname:</b>		
<b>College:</b>		

<b>Programme No:</b>	P
<b>Programme Title:</b>	
<b>Withdrawal Date:</b>	Click or tap to enter a date.

**Reason for the withdrawal:** please indicate one reason only

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| Academic                        | Mental Health family commitments  |
| Personal                        | Bereavement                       |
| Financial                       | University is not for me          |
| Transfer to another institution | Wish to study at another time     |
| Work related commitments        | No longer like my course          |
| Physical Health                 | Other (please confirm: . . . . .) |

<b>Staff Name, Signature,</b>	
<b>Job Title:</b>	
<b>Date form completed:</b>	Click or tap to enter a date.

### REGISTRY OFFICE USE ONLY:

Date Interruption processed: Click or tap to enter a date.

Staff initials and Job Title: .....

*Scan into Xtender once completed.*

### University Data Protection Policy

The Data Protection Act 1998 requires the University to observe new legal provision designed to safeguard both data subjects' rights (students) and the data relating to them. The Act requires that we inform you of what personal data is acquired and the purposes for which it is acquired. By signing the form overleaf, you will be giving the University permission to collect, hold and process additional personal data relating to your withdrawal from study. Signing this declaration does not compromise any rights you enjoy under the Data Protection Act 1998 nor any other legislation relating to personal privacy and data storage. Should the University need to collect and process additional sensitive data your explicit consent will be sought. Further information can be obtained from the University's Data Protection Policy statement and the Data Protection Code of Practice published on the University's Intranet.