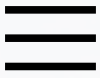




STUDENT SUPPORT & ADVICE TEAM

WITHDRAWING FROM UNIVERSITY



ABOUT WITHDRAWING

This guide contains useful information if you are considering withdrawing from your current programme of study.

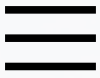
Our aim is to ensure that you have thought about your options and any implications, making an informed choice and the best decision for you.

Have you considered the following?

- Making an application for [mitigating circumstances](#)
- Going part time
- Taking a [study break](#)
- Applying to [transfer or restart your programme](#)

It is important that you are aware of, and understand, any other actions that you will need to take should you decide to withdraw from your programme.

Additional actions and implications associated with withdrawing from your programme may affect your future education and career opportunities, finances, accommodation, and/or visa/immigration status in the UK.



SUPPORT TO HELP WITH YOUR DECISION

If you are thinking about leaving your programme you can get support and information from various teams.

STUDENT SUPPORT OFFICERS

The [Student Support Officers](#) are part of the University's Student Support & Advice Team. They are here to speak with and support all students who are considering withdrawing from their programme.

If you are having any concerns or doubts over whether you are on the right programme it is strongly recommended that you seek advice as soon as possible.

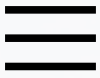
YOUR PROGRAMME TEAM

Speaking to a member of your programme team can help you when making a decision about withdrawing.

A member of the team would include your Personal Academic Tutor; details of which will be on MyEngagement, your Programme Leader, or any other tutor from your programme that you feel comfortable approaching.

STUDENT FUTURES

Student Futures provide help and support to guide students through their decision and how it supports their personal development.

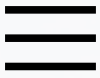


INTERNATIONAL STUDENTS

The International Student Support Service team can help you identify support available both inside and outside of the University.

The team are also able to provide practical information on steps you can take to feel secure and settled as a student at the University. Importantly, the International Student Support Service team can advise on visa implications associated with withdrawing from your programme, and how withdrawing will affect your immigration status in the UK.

The team can be contacted by email using iss@northampton.ac.uk or by phone on 01604 893113.



MAKING THE DECISION TO WITHDRAW

If you do choose to withdraw from your programme of study you will need to notify the University by completing the Programme Withdrawal Form.

Download a [copy here of the Withdrawal form](#).

Your completed form can be sent to the [Student Support Officers](#).

The date that the University receives your form, along with the fee liability dates, will have an impact on the cost incurred for your current academic year.

You will remain liable for your tuition fees until you have formally notified the University of your intention to withdraw in writing.

Please take the time to read the [2023/24 withdrawal policy](#).

FINANCE & FUNDING

It is important that you understand the financial implications of leaving your programme. The University's Financial Guidance team can provide information and support related to this.

If you are receiving funding through Student Finance England, Student Awards Agency Scotland, Student Finance Northern Ireland, or Student Finance Wales the University will notify them that you are no longer studying with us.

However, it is recommended that you also contact them to report your change in circumstances.

You will be required to make repayments as per the terms of your Student Loan Agreement. For more information [visit the Student Finance site](#).

If you are receiving a bursary from the [NHS Student Bursaries Team](#) or an alternative bursary then we advise that you contact your funding body directly to find out about the financial implications of withdrawing from your course.

If you withdraw from study, you will not be eligible to receive any funding towards living costs such as the maintenance loan and any supplementary grants while you are not attending University.



Eligibility to receive funding for a University programme in the future will be dependent upon factors including the course and any previous higher education study.

If you did not complete an academic year or a programme due to personal circumstances (such as a personal or family crisis, or health problems), you can ask your funding body to take this into consideration when assessing you for future funding. Student Finance England call this process Compelling Personal Reasons (CPR).

Further information and [support can be found here](#) and you can contact the Financial Guidance Team by email money@northampton.ac.uk.

TUITION FEE

If you have a tuition fee loan, the University will contact the Student Loan Company to confirm your withdrawal date and any tuition fee reduction.

If you are responsible for paying your own tuition fees and an overpayment has been made, you can apply for a refund from the Cash Office. To request the refund form, please email income@northampton.ac.uk.

If you have paid less than the fee that you are liable to pay, you must pay the outstanding amount. You should email income@northampton.ac.uk to confirm payment arrangements with an Income Assistant.

Further details about tuition fee liability can be found in the [Withdrawal Policy](#).



ACCOMMODATION

If you decide to withdraw from your programme, then you will need to consider any implications on your accommodation.

These will be different for students living in halls of residence and those living in private sector accommodation.

UNIVERSITY HALLS OF RESIDENCE

If you are living in University Halls of Residence, please read the [Accommodation Withdrawal policy](#). To request the Withdrawal from Halls form, please email accommodation@northampton.ac.uk.

Students who are residents in University Halls, have signed a fixed term contract and are expected to remain liable for their room for the full duration of this period.

However, there are circumstances where a student can be released from this contract. For more information on this, please read the [Accommodation Withdrawal policy](#).

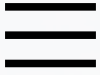
University Halls of residence are for student's that are enrolled on a programme of study. As a student that has withdrawn from your programme of study you would not continue to meet the eligibility criteria for University Halls of residence.

For more information visit the Accommodation page on the [Student Hub](#). Alternatively, you can email accommodation@northampton.ac.uk.

LIVING IN THE PRIVATE SECTOR

Students living in private sector accommodation who wish to vacate their property earlier than the date stated on their tenancy agreement can seek advice by emailing privatesector@northampton.ac.uk.

Students who withdraw from their studies will no longer be exempt from paying Council Tax.



ACADEMIC IMPLICATIONS

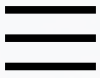
Once you have withdrawn from your programme you will no longer be a student of the University.

Your access to any University facilities, including the Library, NILE, NELSON, or the Student's Union will be stopped. However, you will still be entitled to access the University Alumni Services.

Withdrawal from the University cannot be reversed, so please consider the options available to you. Speak with relevant people and teams as detailed in this leaflet before making your decision.

You may want to think about completing the academic year before withdrawing, to allow the grades that you have achieved in the academic year to be verified at an award and status board.

This is particularly relevant if you think you may want to study the same or a similar programme at a later date, or hope to get a job linked with what you have studied.



HIGHER EDUCATION QUALIFICATIONS AND INTERMEDIATE AWARDS

You may be able to use the credits gained through successfully completing modules at the University of Northampton, towards a qualification, later and/or at another institution.

An Intermediate Award is an award that you can achieve after partial completion of your programme of study, once you are no longer registered for that award.

All students who complete a stage and do not wish to, or may not, continue study are considered for eligibility in relation to the appropriate Intermediate Award.

You can find information about the awards available in the [Undergraduate and Postgraduate Student Handbooks](#).

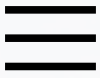
If you successfully pass all 120 credits in your first year of a full time, three-year, undergraduate course, you may be eligible for a Certificate in Higher Education (Cert HE).

If you are a postgraduate student and have successfully completed at least 60 credits, you may be eligible for a Postgraduate Certificate (PGCert).

Awards are processed by the Awards, Ceremonies and Examinations Team (ACE) after you have withdrawn from your programme. The University's ACE team will check that you are eligible and your results will be ratified at the next available Award Board.

You should expect to receive your certificate approximately 6 weeks after your award has been ratified.

To check whether you are eligible for an Award please contact the ACE Team at results@northampton.ac.uk.



RETURNING TO STUDY AT THE UNIVERSITY OF NORTHAMPTON

If you wish to return to the University at a later date you will be required to reapply via Admissions.

Your application would then be considered subject to the Admissions policy. There may be a minimum amount of time that must pass before you can return to study.

University initiated withdrawal via Termination of Studies (Academic or disciplinary) means a student can reapply to study on a different programme after a minimum of two years have passed.

CONTACT DETAILS

Please remember to inform us of any change in your contact details by emailing sid@northampton.ac.uk.

This will allow the University to maintain communications with you, and ensure you receive any relevant information from Alumni and Marketing services.