# **PGR Withdrawal Form**

If you would like to withdraw from your studies, or if you are transferring to another institution, please make your request using this form.

Your withdrawal will usually be recorded from your last date of engagement with your studies, which will typically mean the date of your last supervision meeting. Once your withdrawal has been approved, you will receive an email confirmation.

**PLEASE READ THIS APPLICATION GUIDANCE BEFORE COMPLETING SECTION 1 OF THE FORM**

**Financial Implications**

If you are in receipt of a foreign loan or scholarship, please contact [foreignloans@kent.ac.uk](mailto:foreignloans@kent.ac.uk) or [scholarships@kent.ac.uk](mailto:scholarships@kent.ac.ukf) for advice prior to submitting your application for clarification about the end date of your funding.

**University Accommodation**

If you are currently living in University accommodation, please contact [accomm@kent.ac.uk](mailto:accomm@kent.ac.uk) to advise them of your intention to withdraw from your studies.

**Student Visa**

If you decide to withdraw from your course, the Student Immigration Compliance Team will report to the Home Office that you have withdrawn from your studies. You should make arrangements to leave the UK as soon as possible after you have been withdrawn from the University of Kent, regardless of the expiry date on your visa.

**Additional Advice and Guidance**

You will lose access to Library e-resources on the day that your student registration ends. 60 days later you will lose access to most Kent IT services and may wish to forward important documents to your personal email address. Please[view our guidance for your IT account closing](https://www.kent.ac.uk/guides/your-kent-it-account/kent-it-account-closure-when-you-leave).

Should you need any additional advice, please contact [Kent Union Advice Service](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fksu.co.uk%2Fhere-for-you%2Fadvice&data=05%7C02%7CA.J.Whiffen%40kent.ac.uk%7C1e5b1575a8794cb0c3b508dcaca47b38%7C51a9fa563f32449aa7213e3f49aa5e9a%7C0%7C0%7C638575069646230448%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=hK%2FaQdrKbMuSkpNA5%2FubbAKJjeQD5%2FKT2edwfKBg1O0%3D&reserved=0).

## Section 1 – to be completed by the Student

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Last Name: |  |
| Email Address: |  | Kent ID No.: |  |
| School: |  | Division: |  |
| Award: (eg MA-R/MSc-R/MPhil/PhD) |  | Course Title: |  |
| Course Start Date: |  | Course End Date: |  |
| Supervisor(s): |  | Mode of Attendance: | Full-Time  Part-Time |
| Funder (if applicable): |  | Student Visa (Previously Tier 4): | Yes  No |
| Date of last Supervision Meeting: |  | Withdrawal Effective Date: |  |
| Reason for Withdrawal: |  | | |
| Student: | e-signature:  Date: | | |

## Section 2 – to be completed by the PGR Admin Team

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received: |  | Withdrawal Date: |  |