



**For office use:**

Database	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Confirmation	<input type="checkbox"/>	LEA	<input type="checkbox"/>

**STUDENT SERVICES CENTRE**

**Request to withdraw**

**Notes**

- Withdrawal from a programme is permanent and you cannot return to the programme again at a later date without reapplying through the Admissions Office.
- Before making a decision to withdraw from a programme, you are strongly advised to meet with your personal tutor or supervisor to discuss the options open to you (e.g. interruption of studies). You may also contact the Student Advice Manager in the Student Services Centre for advice.
- After the form is submitted to Student Services Centre, you might be contacted by one of the members of staff to confirm and discuss your decision. Subsequently, the form will be submitted for processing. You will receive an email confirmation of your withdrawal within 3 working days from that date.
- Students are liable to pay fees up to the Friday after the last day of attendance. You will not be charged your tuition fees if you withdraw before 31 October.

**Visa Information (for non-EU students only)**

- Holders of a student visa must read the notes and complete the section found on the back of this form.

**Section A: Student Details**

Surname	First name(s)
<input type="text"/>	<input type="text"/>
Student number (e.g. 200312345)	Phone number
<input type="text"/>	<input type="text"/>
LSE email address	Alternative email address
<input type="text"/>	<input type="text"/>

**Programme Details**

Programme of study (e.g. BSc in Economics)

Date last attended the programme (in dd/mm/yyyy format)

d	d	m	m	y	y	y	y
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**Reason for withdrawal** (Please provide details overleaf of your reason for withdrawing)

Health reasons	<input type="checkbox"/>	Transferred to another institution	<input type="checkbox"/>
Financial reasons	<input type="checkbox"/>	Left the programme to enter employment	<input type="checkbox"/>
Other personal reasons	<input type="checkbox"/>		

Student's signature	Date
<input type="text"/>	<input type="text"/>

**Section B: For completion by the academic adviser, supervisor or departmental administrator:**

Please sign if you wish to support the withdrawal and confirm the last day of the student's attendance:

Printed name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Request to withdraw

### Section C: For completion by holders of a student visa

#### Visa Information

- If you have a student visa, you are required to remain a full-time student at an approved institution. You will no longer be eligible for a student visa based on your LSE studies, and, unless you are registered full-time at another approved institution, your visa will not be valid after your withdrawal, even if the visa's expiry date has not yet passed. If your visa is not valid, you are advised to leave the UK or apply for another type of visa, if eligible, as soon as possible.
- Overseas students with student visas wishing to withdraw from their study can seek visa advice before returning this form to the Student Services Centre for processing from the Students' Union Advice Centre or the International Student Immigration Service website, <http://www2.lse.ac.uk/ISIS>
- Please note that, as required by law, the LSE will provide details of your student status to the UK Border Agency if requested. By signing this form you are agreeing that the School can share your permanent address with the UK Border Agency to enable communication about your student visa. You are also agreeing to provide your travel plans for leaving the UK to the Registry so that these can be submitted to the UK Border Agency.

Please provide information on your plans to leave the UK in the space below, for example flight details and date of departure. Alternatively if you are going to be sponsored by another Higher Education Institution and will be remaining in the UK please provide details of your new sponsor.

#### Reason for Withdrawing continued

Please outline your reasons for withdrawing below: