



## **Guidance for students thinking about leaving Harper Adams University**

We hope that when you start a course at Harper Adams University you will want to carry on until you complete your award. However, we do recognise that situations and circumstances change, and that external factors can influence your ability, or wish, to continue with your studies.

We understand that making the decision to withdraw from your course is not easy, and we want to give you the support and advice you might need to help you make the decision. As importantly, we aim to give you the information about people here at Harper Adams University who can help you before you think withdrawal is the only option. At these times we encourage students to speak to the Student Wellbeing Officer to talk through your options and sources of support.

It is very important that you seek support and advice early. There may be changes that can be put in place to help you carry on with your course, or there may be financial implications that you need to be aware of before making your decision. The date that you withdraw affects your student loan entitlements, and the amount of tuition and accommodation fees that you will be charged or refunded.

There is some paperwork that must be completed for withdrawal – it is important that you do this and get it signed off before you leave. The withdrawal forms are available from the Student Records Office and SLC (Student Loans Company) Advice Office, Room M19 by emailing [studentrecords@harper-adams.ac.uk](mailto:studentrecords@harper-adams.ac.uk).

Even if you think you have decided to withdraw, you should still have a look through the following information to make sure you are aware of all the implications.

All the information in this leaflet is correct at the time of printing, but may be subject to change.

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### **Transferring to another institution**

If you are intending to continue your studies with another institution, it is important that you discuss this with the Student Records Office because we will need to obtain some additional details about the new course that you are starting on. The Student Records Office will also be able to discuss some of the funding implications of this type of withdrawal.

### **Recognition of your achievements with us**

If you withdraw, you may be entitled to receive a transcript as evidence of any modules you have taken and passed or you may be entitled to an interim award. Your Course Manager would be able to advise you on what you are eligible for.

## Thinking of withdrawing: where to start?

The best starting point for general support is the Student Wellbeing Officer, or for course specific advice and guidance, you will need to speak to your Course Tutor or Course Manager. They may advise you to, or you yourself might wish to, seek additional guidance from other staff at the University who can help you make an informed decision about your options and future steps.



## Tuition Fees and how they affect you

Please consult the Fees and Charges booklet on the key information page for up to date information on finance matters, including liability points in relation to both University Fees and Accommodation costs.

<https://www.harper-adams.ac.uk/keyinfo>

### **Students in receipt of a Tuition Fee Loan and/or Maintenance Grant/Loan**

Students in receipt of student finance support are advised to inform their Student Finance Authority as soon as possible to discuss how withdrawal may impact on your current and future student funding. If you withdraw permanently from your course, Student Finance will reassess the amount of loan/grant you are entitled to and inform you of this

The University will submit a Change of Circumstances notification to the relevant Student Finance Authority/Student Loans Company once your withdrawal form is received. If you have been overpaid as a result of withdrawing from your course, your Student Finance Authority will contact you about repaying this.

## Steps to withdrawing

Contact the Student Records and SLC Advice Office (Room M19, Main Building) on 01952 815320 or by emailing [studentrecords@harper-adams.ac.uk](mailto:studentrecords@harper-adams.ac.uk) to say you want to leave and obtain a withdrawal form.

Ensure you have read and understood the guidance in this document.

Discuss your options with the Student Wellbeing Officer and other staff available for support. Complete a withdrawal form with your Course Tutor or Course Manager. They will complete the exit survey with you and sign it off.

Return the completed withdrawal form to the Student Records Office, for approval and processing. The date of withdrawal will be taken as the date the withdrawal form is recorded as received by the University and it is up to this date that financial liability will be judged. **It is your responsibility to ensure that the form is returned.**

Your form will be approved, processed and the relevant internal departments will be notified (including the Finance Office, Examinations Office, Student Services and Library). Where necessary, the relevant Student Finance Authority / the Student Loans Company will also be notified.

Where an international student studying on a student visa withdraws from their course and the University, UK Visas and Immigration will be notified and their leave will be curtailed.

The University Finance Office will calculate any tuition, accommodation or other charges fees that may be outstanding or, for overpayments, a refund will be issued.

If you receive any tuition or maintenance loans or funding, you should inform your Student Finance authority that you have withdrawn. They will be able to tell you how your withdrawal will affect the amount of funding you may receive in the future and how much you are liable to pay back either immediately and / or in the future. Where necessary, the University will also inform your Student Finance / the Student Loans Company on your behalf.

Final things to do before you leave campus:

- Empty your room if you are in Halls of Residence and return your key to Student Services or the student warden.
- Return your student ID card to Student Services.
- Return all library books, equipment and pay any library fines.
- Check that you do not have any post to collect.
- Please arrange re-direction to an alternative address for all mailings delivered to Harper Adams.
- Contact the Students Union to find out if you are eligible for a refund on any future membership fee payments, including the gym or sports teams.
- Contact the Harper Adams University Careers Service for advice about your future career options.