University Withdrawal



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person ID:** |  | | | |
| **Full Name:** |  | | | |
| **Address:** |  | | | |
|  | | | |
|  | | | |
| **Programme:** |  | | **Year/Stage:** |  |
| **Last Date of Attendance at University:** |  | | | |
| **Reason for Leaving\*:** *(Refer to key below):* |  | | | |
| *03 – Transferred to another Institution*  *04 – Health Reasons*  *06 – Financial Reasons*  *07 – Personal Reasons*  *10 – Gone into Employment*  *11 – Other*  *21 – Relocation* |
|  | **Student** | **Personal Tutor** | | |
| **Signature:** |  |  | | |
| **Date:** |  |  | | |

\* Reason for Leaving - essential for statistical purposes

**Please return this form to:**

[student-services-uk@hw.ac.uk](mailto:student-services-uk@hw.ac.uk) for UK on-campus, IDL and ALP students.

[student-services-dubai@hw.ac.uk](mailto:student-services-dubai@hw.ac.uk) for Dubai Campus students

[student-services-malaysia@hw.ac.uk](mailto:student-services-malaysia@hw.ac.uk) for Malaysia Campus students

EXIT AWARDS

**For Staff Use Only** *(Undergraduate Students Only)*

I confirm that the student detailed above has satisfied the following conditions and should be awarded a University Certificate or Diploma as appropriate.

|  |  |
| --- | --- |
|  | Please Tick |
| *University Certificate of Higher Education - the student above has obtained 120 SCQF credits for approved modules taken, as detailed in Regulation 38: Certificates and Diplomas of Higher Education* |  |
| *University Diploma of Higher Education - the student above has obtained 240 SCQF credits for approved modules taken or been exempted, on the basis of accredited prior learning, from the first stage of an undergraduate course of study and obtained 120 SCQF credits, as detailed in Regulation 38: Certificates and Diplomas of Higher Education* |  |

|  |  |
| --- | --- |
| I confirm that all grades/marks for current academic year have been ratified by our Summer or Resit Exam Board |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Director of Learning and Teaching: |  | Date: |  |