

Application to Request a Withdrawal from your Postgraduate Taught Programme

This form should be completed where a request to withdraw from PGT programme of study is sought. All information on this form is treated as STRICTLY CONFIDENTIAL.

Section 1 – to be completed by the Student (Please PRINT)

Family Name:	Other Name(s):	Student ID Number:								
Correspondence Address for contact after withdrawal from the programme:										
Email Address to notify outcome of application:										
Programme:	Year of Programme (if relevant):									
Are you in Receipt of a Scholarship? YES NO										
If in Receipt of a Scholarship please indicate: Research Council / School / Other (please specify):										
Have you informed your funding body of your request to withdraw: YES NO										
Reason for Requesting Withdrawal: Please tick one of the following also: <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Moving to another University</td> <td><input type="checkbox"/> Employment</td> </tr> <tr> <td><input type="checkbox"/> Financial Issues</td> <td><input type="checkbox"/> Issues with course content</td> </tr> <tr> <td><input type="checkbox"/> Health problems (<i>medical evidence must be supplied</i>)</td> <td><input type="checkbox"/> Other personal or family problems</td> </tr> <tr> <td><input type="checkbox"/> Other – Please specify</td> <td></td> </tr> </table>			<input type="checkbox"/> Moving to another University	<input type="checkbox"/> Employment	<input type="checkbox"/> Financial Issues	<input type="checkbox"/> Issues with course content	<input type="checkbox"/> Health problems (<i>medical evidence must be supplied</i>)	<input type="checkbox"/> Other personal or family problems	<input type="checkbox"/> Other – Please specify	
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<input type="checkbox"/> Other – Please specify										
The date of withdrawal is the last day in attendance at the University. Fees will need to be paid until the withdrawal date. The issue of fees should be discussed with the Student Services Centre http://www.campus.manchester.ac.uk/ssc/sschomepage/ .	Date of Withdrawal									
	Day	Month Year								
Supporting Documentation Attached: YES NO	Confidential Report Attached: YES NO									
Student Declaration I confirm that the information I have given is correct to the best of my knowledge and that I fully understand the implications of interrupting my current programme of study. Signed: _____ Date: _____ <input type="checkbox"/> (please tick here if form completed electronically)										

Section 2 – Supervisor/Academic Programme Director Use Only

This section should be completed when a withdrawal to a programme of study has been discussed with a student.

Student's Family Name:	Student's Other Names:	Student's ID Number:
<p>I confirm that the above named student has discussed his / her circumstances with me and that I support their application to withdraw from their programme of study from dd/mm/yy</p> <p>Additional Comments:</p>		
PGT/Programme Director's Name (please print):		
Signature:		
<input type="checkbox"/> (please tick here if form completed electronically)		
Position:		
Date:		

Section 3 – School Postgraduate Office Use Only

This section should be completed when a withdrawal to a programme of study has been requested by a student and supervisor/Academic Programme Director.

Check:	Correct person has signed	<input type="checkbox"/>
Update :	PGT Student Administration:\Forms\Interruptions & Withdrawals	<input type="checkbox"/>
	Campus Solutions	<input type="checkbox"/>
	Email: Decision to student	<input type="checkbox"/>
	cc. Course Unit Tutor & Dissertation Supervisor (if applicable)	<input type="checkbox"/>

Withdrawal Request Instructions:

To apply for a withdrawal you must:

1. Applications should be made on the 'Application to request a Withdrawal from your Postgraduate Taught Programme' form above.
2. Applications for withdrawal should be made in advance of the proposed withdrawal.
3. After completing the form, you should email/take the form directly to your Supervisor/Programme Director and ask them to complete 'Section 2 – Supervisor/Academic Programme Director'. Once they have completed section 2, you must then ensure that the completed form is returned to your Programme Administrator (see below for details).
4. Your application will then be passed to School level for finalising and to update your record on the system.
5. You will be notified by email of the outcome of your application as soon as possible by the School office.

Postgraduate Taught Administrators

Programmes	PG Taught Administrator	Contact Details
Politics	Amanda Bridgeman	Email – Amanda.Bridgeman@manchester.ac.uk Tel - 0161 275 4885 Postgraduate Office, Room 3.05 Williamson Building
Sociology Social and Visual Anthropology	Vickie Roche	Email – Vickie.roche@manchester.ac.uk 0161 275 3999 Postgraduate Office, Room 3.05 Williamson Building
Economics	Jill Chandler	Email – Jill.Chandler@manchester.ac.uk 0161 275 4823 Postgraduate Office, Room 3.05 Williamson Building
Data Science Philosophy SRMS	Elisabeth McCormick	Email – elisabeth.mccormick@manchester.ac.uk 0161 275 4486 Postgraduate Office, Room 3.05 Williamson Building