

Student Services Funding & Advice



Thinking about leaving your course?

Why?

If you are thinking of leaving your course, the first thing you should do is talk to someone about why you feel this way. If you are struggling, either academically or with personal issues, you might find that there is help available.

- Talk to your personal tutor or programme leader. They can often refer you to the many support services available at UWS.
- Come to the Hub or Student Link to find out what support is on offer through Student Services. You may find the support you need to stay on your course, through services such as Counselling, Funding and Advice and Disability Support.

Impact:

Leaving your course is likely to have an impact on your funding entitlement, not only for the remainder of the academic year, but for any future study you want to do. Seek tailored advice from the Funding and Advice Team to ensure you are making an informed decision.

If you are sure you want to leave:

Follow the steps below to ensure your School know you are withdrawing and your student record is accurate. It is important for your future funding entitlement to do this correctly.

- Advise your personal tutor/programme leader and follow up your conversation with an email confirming your decision and the date of withdrawal
- Advise your School Office of your date of withdrawal by email. They are then responsible for completing a 'Student Record Amendment Form' and submitting this to Student Administration
- Email ar@uws.ac.uk to confirm your withdrawal date. They will then invoice you for any tuition fees you might owe
- If you have been living in University accommodation, inform the Residence Team of your withdrawal to ensure your bill is accurate
- If you receive student funding, let your funding body know you have withdrawn and the date this is effective from

*We recommend emails as this provides you with a clear record of communication, should you need it.

Tuition Fees:

The Finance Department will calculate the tuition fee you owe up until your withdrawal date. These are called pro-rata charges and you can find out more through www.uws.ac.uk/money-fees-funding/

SAAS funded students: If you withdraw before your fees are paid to the university (1st December) you will be treated as self-financing and will be liable to meet any pro-rata charge yourself. The good news is that your tuition fee from SAAS for this level of study remains available for you to use in the future.

Withdrawing after this date means the fee has been paid by SAAS so you will not need to pay this pro-rata charge, however you will have exhausted your SAAS tuition fee support at this level of study.

SAAS Bursary

You are only entitled to your SAAS bursary for each day you attend university. SAAS will calculate your entitlement up to the last day of attendance, in some cases this can lead to a small amount having to be repaid to SAAS. So, to keep things right its important you notify SAAS of your intent to withdraw and your last day of attendance.