

REQUEST TO WITHDRAW FROM STUDIES

- Students are advised to contact the relevant personnel at Mont Rose College for guidance on how any change may affect their student finance, their visa, and their status before requesting any change. Tuition fee liability and refunds are calculated in accordance with the Mont Rose College's General Regulations. Please visit this website link for details: <https://mrcollege.ac.uk/mrc-policies/>
- All withdrawals must be authorised by the Head of Department/Departmental or Senior Tutor responsible for their programme of study.
- Please ensure all details are correct before submitting completed forms to the Student Services Department as changes may not be possible subsequent to submission.
- Forms must be returned to Student Services Department via imran@mrcollege.ac.uk within 2 weeks of the last date of attendance.

STUDENT REG.	SURNAME	FORENAME	DATE OF BIRTH
PROGRAMME OF STUDY		STAGE	MODE (FT) <input type="checkbox"/>

EFFECTIVE DATE OF WITHDRAWAL (last attended day)	
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PLEASE INDICATE THE MAIN REASON FOR THIS CHANGE (tick one box only):					
<input type="checkbox"/>	03 - Transferred to another institution	<input type="checkbox"/>	04 - Health reasons,	<input type="checkbox"/>	06 - Financial reasons
<input type="checkbox"/>	07 - Other personal reasons	<input type="checkbox"/>	10 - Gone into employment		

STUDENT DECLARATION: I have read and understood the General Regulations (<https://mrcollege.ac.uk/mrc-policies/>). I confirm that all details on this form are correct, and understand that personal data held by the College may be stored in paper/and or electronic form in accordance with the provision of the Data Protection Act (2018), and for the purposes outlined in the College's Data Collection Notice (<https://mrcollege.ac.uk/mrc-policies-gdpr/>)

SIGNATURE	DATE
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AUTHORISATION OF HEAD OF DEPARTMENT/SENIOR TUTOR – I confirm that members of the department have met with the student to discuss their decision. All details on this form are correct.

NAME		SIGNATURE		DATE	
NAME		SIGNATURE		DATE	
STUDENT SERVICES ONLY		Received:		Processed:	
Assessments / Fees:		Student Notified:			