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| **IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS ONLY** |
| If you are an International Student on a 4 tier student visa you must seek advice from the Visa Advisory team via Student Services. This form must then be signed by that team. |
| Visa Advisory Team - NAME |  | Signature |  |

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| **PART A: (to be completed by the student)** |
| **Student ID Number:**  |  |
| **Student Name:** |  |
| **Degree Programme:** |  |
| **Year of Study:** |  |
| **Last Date of Attendance:** |  |
| **Date requesting Withdrawal:** |  |
| **Reasons for Withdrawal:**Please outline the reasons for withdrawing from the programme. |  |

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| **Consent by the Student:** |
| **Signature:** |  |
| **Printed Name:** |  | **Date:** |  |

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| **PART B: (to be completed by the Personal Academic Tutor)** |
| **Name of Personal Academic Tutor:** |  | **Date Student Seen:** |  |
| **Tutor comments and recommendations:** |  |
| **Signature of Tutor** |  | **Date:** |  |

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| **PART C: (to be completed by Faculty Student Office)** |
| **Date received in Student Office:** |  |
| **Eligibility for Exit Award:** |  |
| **Date of Notification to Awards Committee (where applicable):** |  |
| **Changes actioned and advised:** Banner/COC/Student (Dates) |  |  |  |