# **Withdrawal Form 2023/2024**

Completed forms should be returned **by email** to your Head of Department and copy in the HE Quality Officer (hequality@tameside.ac.uk). Please attach any supporting evidence you would like to be considered with this application.

Students wishing to withdraw from studies must complete and submit this form. This is an important decision, and it is important that you seek advice from your Programme Lead or Head of Department for your course before making this decision.

Before completing this form, you should read the [HE Extensions and Extenuating policy](https://he.tameside.ac.uk/about/policies) and seek advice if you are unsure of any terms in that document.

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| **Section 1 Student Details** |
| Student Name: |
| Student ID Number: |

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| **Section 2 Course Details** |
| Course Title:  |
| Course code: |
| Year of Study: |

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| **Section 3 Reason for Withdrawal** |
| Last date of attendance: |
| Reasons for withdrawal: |
| Evidence submitted (if applicable): |

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| **Section 4 Teacher Approval**  |
| Name of Tutor: |
| Signature: |
| Date: |

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| **Section 5 Student Declaration**  |
| By signing this form, I am requesting to proceed with a withdrawal from study and have been given the relevant information in order to make an informed decision.**Signed:** |
| Date: |

# Data Protection, Confidentiality, and Information provided:

We are committed to ensuring that we comply with the requirements of the [Data Protection Act 2018](https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted) during this process. All information included in this application will be managed and stored in accordance with our [Data protection Policy and Data retention policy](https://www.tameside.ac.uk/gdpr/)

Confidentiality of the process is also linked to our [Safeguarding Policy: Children/Young People and Vulnerable Adults](https://he.tameside.ac.uk/about/policies)