

## Withdrawal Guidance Notes and Study Options

Are you thinking of withdrawing from Lancaster University Leipzig? Below are suggestions to help you make an informed decision for yourself, guidance on how to withdraw and a withdrawal form.

Pinpointing the reason or reasons why you want to withdraw can help you in a number of ways including weighing up whether that reason is important enough to warrant leaving. Before withdrawing you may want to consider any of the following alternatives which are relevant to your circumstances. Having a good understanding of why you want to withdraw can make it easier to explain your decision to yourself and others.

- If are unhappy about some aspect of your accommodation you can speak to the Student Support Office about the issue. They may be able to help with advice and if any alternative accommodation is available, may be able to support you to move.
- If the reason is that you feel homesick or you don't like the city of Leipzig, you may need to ask yourself if you have given yourself enough time to adjust to the new environment.
- If you are unhappy with your choice of course you may want to consider changing courses and arrange entry for next year. Courses available at Lancaster University Leipzig and entry requirements can be viewed at: <https://www.lancasterleipzig.de/>

If you are in your first year and you wish to change any of the subjects you have chosen you must do so by the end of Week 2 of the first term. You should do this by collecting a Change of Programme form for your major or Change of Enrolment form from the Student Support Office. This should be completed in consultation with your intended department/s and returned to the Student Support Office.

- If you are struggling with your studies, you can speak to members of staff within your departments for academic guidance and advice. It may be that a small change in your understanding or to your work approach can change the situation significantly.
- If you are considering withdrawing due to financial difficulties, you should speak to the Campus Operations Manager/Student Support Office to see if any help can be given.
- You may wish to talk confidentially with a member of staff. For contact details please go to: <https://www.lancasterleipzig.de/our-team>

**PLEASE NOTE THAT IF YOU COMPLETE YOUR CURRENT YEAR OF STUDY SUCCESSFULLY, YOU MAY BE ELIGIBLE FOR A LOWER EXIT AWARD.**

#### **Seeking Re-admission (re-starting a new course)**

If you want to seek re-admission to a new course at Lancaster University Leipzig to begin in the next academic year this can be processed internally. You will need the permission of the receiving programme so you should contact the Student Support Office to gain this. Once you have permission to change programme, the re-admission request can be processed internally. If you wish to finish your current year of study, you will need to successfully complete the year before you can proceed and re-admit onto a different degree scheme.

#### **Repeating or Restarting First Year (On the same or an alternative degree programme)**

You may wish to complete the academic year on your current degree scheme but then repeat Part I and change degree programme. If successful you will receive an official transcript for the year and 120 CATS points in that field.

If you wish to change your degree programme and choose not to complete re-sits at Part I on your current degree scheme, you should complete the [Repeat year form](#) and obtain departmental approval from your current and the receiving department. The form should then be handed in to the Student Support Office for approval. If approved, we will email confirmation to you and update your record and any external agencies where necessary.

Students who have completed re-sits but have NOT passed all subjects after re-sits and who's failures have not been condoned, will be offered immediately following the examination board, the choice of:

- a) One further re-sit opportunity as an external candidate (if you feel you have had all the tuition needed)
- b) A repeat year (conditions may be attached to this option)

If it is agreed that a student can withdraw and re-start or repeat a year of study and they have received a financial award, they will not be able to receive the award again on their return. Only one award is payable for each year of study. This is also dependant on you meeting the criteria for your year of entry and income threshold.

#### **Transferring to another institution**

If you are interested in transferring your studies to another institution you can contact the institution directly to discuss details such as course content, course requirements, admission requirements (to Part I or to Part II if relevant). If you decide to study at another institution it is advisable to wait until you have your offer in writing before formally withdrawing from Lancaster University Leipzig.

#### **Intercalation (Time out)**

Sometimes students are allowed to suspend their studies for an agreed period of time. If the circumstances leading you to consider withdrawal are temporary, this may be a preferable option to withdrawing as it enables you to resume your studies at a later date. Intercalation

may also involve a repeat period of study, evidence is normally required to support this. Please contact the Student Support Office if you are considering this option.

### **Consequences to consider**

#### **Accommodation**

If you are in private accommodation, you will need to inform the landlord. They will be able to inform you if any early release from your accommodation contract is possible.

#### **Finances**

If you have taken out a tuition fee loan or you are self/other funded, the University will charge as below. A refund of the deposit is only possible before the first day of teaching. Withdrawal up until week 4 of teaching requires no second payment of tuition fees. Students who withdraw after week 4 of teaching will be liable for the full academic year's tuition fee.

#### **Other**

Once you withdraw you no longer have student status. Therefore, if you have a student bank account with an interest free overdraft facility, you will become liable to pay interest on any money that you owe.

#### **VISA**

International students are reminded that a visa obtained for study at Lancaster University Leipzig is not valid for study at any other German university. For further advice on this matter please contact the admissions team (email: [info@lancasterleipzig.de](mailto:info@lancasterleipzig.de)). Please note that Lancaster University Leipzig may inform the Foreigner's Authority in Leipzig about any changes in your student status.

### **How to withdraw**

1. Notify the Student Support Office (email: [studentsupport@lancasterleipzig.de](mailto:studentsupport@lancasterleipzig.de)) in writing (letter, email or withdrawal form below) of your decision to withdraw giving brief reasons about why you are withdrawing where possible.
2. Ensure that you receive confirmation from the Student Support Office that your withdrawal has been processed. This is usually issued within a week.
3. If you have private accommodation, inform your Landlord that you have submitted a withdrawal statement to Lancaster University Leipzig and that you wish to be released from your accommodation contract.
4. Pay any outstanding debts to the University. To do this please contact the Student Support Office: [studentsupport@lancasterleipzig.de](mailto:studentsupport@lancasterleipzig.de)
5. Return all library books and any other property belonging to the university.

## WITHDRAWAL FORM

Student Support Office, Lancaster University Leipzig, Nikolaistraße 10 | 04109 Leipzig, Germany, or email [studentsupport@lancasterleipzig.de](mailto:studentsupport@lancasterleipzig.de)

Name:	Student ID No:
Date of Birth:	Year of Study:
Degree title:	Major department:

<i>Your reasons for withdrawing</i>			
Please mark 'M' against your main reason and 'O' against any other relevant reasons			
Study difficulties		Relationship issue	
Course issue		Travelling issue	
Maths element of course		Accommodation issue	
Gone into employment		Family/domestic issue	
Apprenticeship		Homesickness	
Change in career/study plans		Pregnancy	
Dislikes Lancaster		Bereavement	
Difficulties with teaching staff		Visa issue	
Fee issue		Not ready for university	
Maintenance issue		Online teaching	
Physical health issue		Covid-19 related	
Mental health issue			
Transferring to an alternative institution. If so which academic year		<b>Other -</b>	

### **IMPORTANT**

*Before withdrawing, please make sure you have sought all the advice you require to make an informed decision. In addition to friends and family, you can seek advice from various officers at the University, in particular: An Academic Advisor and a Student Support Officer.*

*Also, before withdrawing, please make sure you have considered alternative options such as: intercalation (suspension of your studies), re-admission or transfer to another institution.*

<b>Exit checks</b>	√
If you have any University or Accommodation debts these should be cleared before leaving.	
Please return all library books to the University Library.	
Inform your Landlord that you have withdrawn so that arrangements can be agreed/discussed for early release from contract, if possible, and vacation of your room.	
Inform your education authority or other assessing authority that you have withdrawn. The university will also inform your funder.	
If you intend to continue your studies in the future, you can check with your education authority or other assessing authority what financial support will be available to you. If you withdraw for a “compelling personal reason” you <b>may</b> be entitled to additional support. Check with your assessing authority for details as soon as possible as time restrictions apply.	

<b>Fees</b>	√
Paid by student	
Paid by Tuition Fee Loan	
Paid by assessing authority e.g. overseas government, employer	

<b>I confirm that I have discussed/considered all other options that are available to me (noted on page 2), that I understand the financial implications of my decision (noted on pages 3-5), and that I want to withdraw from Lancaster University Leipzig.</b>	
Date of withdrawal:	Date of last attendance:
Signed:	

<i>For office use only</i> <i>FOR RE-ADMISSIONS: Please state new course details.</i>
Degree title:
Department:
<b>NB</b> Attach re-admission permission from department and re-admission request from student.