www.glasgow.ac.uk/sset +44 (0) 141 330 7000



How to Withdraw from your Studies

A simple guide explaining how you can withdraw is available on page 2.

Withdrawal is the formal process for leaving your programme of study and the University.

Before deciding that withdrawal is the best action for you, please discuss your decision with your Adviser of Studies/Supervisor. Where possible, they will try and give you the advice and support you need to help you stay and carry on with your studies.

For more information about withdrawal please visit the registry withdrawal page here: https://www.gla.ac.uk/myglasgow/registry/withdrawal/

For more information about your fee liability should you choose to withdraw please visit the tuition fee refund information page here:

https://www.gla.ac.uk/undergraduate/fees/policies/refund/

We would also recommend that you read the "Thinking of changing or leaving your programme of study?" guide here: https://www.gla.ac.uk/media/Media\_454379\_smxx.pdf







## How to Withdraw from your Studies



1. Log in to MyCampus and select the Academics tile from the Student Homepage.

| 🛞 My Academic Record 🗸 🗸 | Test Student (2947620)   |
|--------------------------|--|
| My Absence V             |  |
| ℅ My Good Cause ~        | Withdrawal From Studies  |
| 🌀 My Results 🗸 🗸         | We are sorry you have decided to leave the University of Glasgow. If you have not yet done so, you<br>should speak to your Adviser of Studies or Supervisor and read the information on the <u>Registry</u><br><u>website</u> to ensure that you are avere of the implications of withdrawing from the University.<br>If you plan to withdraw because of financial difficulties you are advised to contact the <u>Financial Aid</u><br><u>Team</u> , who may be able to provide assistance. The team cannot assist with tuition fees but may be<br>able to assist with humg costs.<br>We would like to make your move on from the University as smooth as possible – please submit<br>this form to give us more information, and to allow Registry to process your withdrawal. |
| ✓ View My ∨              |  |
| Q My Classes ~           |  |
| 🔋 Enrollment 🗸 🗸         |  |
| Hy Withdrawal Form       | Create a New Withdraw Request  |
| 🧠 Go Abroad              | There are currently no withdrawals   |
|                          |  |

2. Select the My Withdrawal Form option from the dropdown menu.

| B My Academic Record         | ~ | Test Student (2947620)  |
|------------------------------|---|---|
| My Absence                   | ~ |   |
| ∅ <sub>ℓ</sub> My Good Cause | ~ | Withdrawal From Studies   We are sorry you have decided to leave the University of Glasgow. If you have not yet done so, you should speak to your Adviser of Studies or Supervisor and read the information on the <u>Registry</u> website to ensure that you are aware of the implications of withdrawing from the University.   If you plan to withdraw because of financial difficulties you are advised to contact the <u>Financial Aid Team</u> , who may be able to provide assistance. The team cannot assist with fullion fees but may be able to assist with ting costs.   We would like to make your move on from the University as smooth as possible – please submit this form to give us more information, and to allow Registry to process your withdrawal. |
| My Results                   | ~ |   |
| 区 View My                    | ~ |   |
| Q My Classes                 | ~ |   |
| Enrollment                   | ~ |   |
| 👌 My Withdrawal Form         |   | Create a New Withdraw Request   |
| 🔩 Go Abroad                  |   | There are currently no withdrawals  |
|                              |   |   |

- 3. Then select Create a New Withdraw Request.
- 4. Follow the steps on the screen to complete and submit the form

## What happens after submitting the withdrawal form?

- An acknowledgement that your withdrawal form has been received will be sent to your student email account and the relevant Chief Advisor/Graduate School will be informed that you have notified us that you wish to withdraw from University.
- Your withdrawal will enter a 10 day administration period during which time the Chief Advisor/Graduate School may contact you to discuss your decision and your withdrawal will be processed. Should you decide not to withdraw during this period, you or the Advisor/Graduate School may contact registrywithdrawals@glasgow.ac.uk to cancel your withdrawal.
- At the end of the 10 day administration period an email confirming your withdrawal will be sent to your student email account.