



Please return this form to: admin@elitetutoring.co.uk

NOTICE OF INTENTION TO WITHDRAW

Students who wish to withdraw from their programme of study are required to complete this form. Before completing the form, you **MUST** read these guidance notes.

Advice

Withdrawing from your studies is a big decision and we want to ensure that you are making the right choice for you and for your future. If you are considering permanently withdrawing from your programme, please discuss it with us before you make your final decision. We can help you to identify alternative options open to you by reviewing how you might use Elite's procedures to support you to achieve your preferred outcome or assisting you to identify relevant support, which may help you remain on your programme so you are not affected by loss of loyalty and reward benefits accumulated or approval to return at a later date to study with Elite.

Before deciding to withdraw, we recommend discussing your intentions with your module coordinator (tutor).

It is important that you complete all the fields of this form correctly otherwise it may be rejected and your withdrawal from studies will not be accepted. Please ensure details such as your name and address are correct in the event you might be due a refund. Please note that both banking institutions and secure payment gateway providers do carry out their own ID verification and security checks while processing any financial transaction and if there is a mismatch, Elite Tutoring cannot be held responsible for a refund not being issued due to its rejection because of incorrect details that have been supplied. If this happens you accept your refund will have been voluntarily forfeited without contest.

The data entered on this form is kept safe and secure for three years before its deletion from our servers according to our data protection policy.

NOTICE OF INTENTION TO WITHDRAW

Students who wish to withdraw from their programme of study are required to complete this form. However, before doing so, please read the attached guidance notes.

Student Number:	Year of Entry:
Surname:	First Name(s):
Home Address:	Mobile/Home Number:
Email:	Are you being funded/sponsored by an employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you study online or at our Hampshire offices? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you informed your Academic Tutor of your decision to leave the institute? Yes <input type="checkbox"/> No <input type="checkbox"/>	On what date did you inform him/her?

INTERNATIONAL STUDENTS ONLY

Do you have a Tier 4 / Student Route visa to study in the UK (Yes/No*)

*If yes, withdrawing from this course could affect your immigration status in the UK and Elite Tutoring International is required to report any changes of status to the Home Office UK Visas and Immigration.

I wish to withdraw from the programme for the following reason:

Please check (X or /)

<input type="checkbox"/> Health reasons including pregnancy
<input type="checkbox"/> Financial Reasons <i>(struggling financially and am unable to pay outstanding tuition fees)</i>
<input type="checkbox"/> Gone into Employment / Increase of home or work responsibilities and duties
<input type="checkbox"/> Relocating/Starting University on Campus/
<input type="checkbox"/> Transferring to a different online English learning institution
<input type="checkbox"/> Not happy with the content of my programme/teaching staff/feel demotivated

Other reason (academic / Social / Personal): please state

Declaration

My last date of attendance:	Signature:
Date this form has been submitted to the Administration Department:	

Please note that the date of withdrawal is normally the date of receipt of the completed Notice of Intention to Withdraw Form by the Student Support Coordinator or the Student Services Team.

Requests for retroactive withdrawal will not normally be considered. If, however, you were neither attending nor engaging with your studies and were not able to submit the Notice of Intention to Withdraw form due to hospitalisation, incarceration or equivalent physical or mental incapacity, then a statement which details the reason for the lateness of the request must be submitted in addition to the Notice of Intention to Withdraw form. Statements **must be substantiated** with evidence. These requests will be reviewed by the School Director of Academic Tutoring and considered by the Teaching & Learning Head.

If you are submitting your Notice of Withdrawal via email, please ensure that you use your Elite student email account. Once your withdrawal has been processed, a letter of confirmation will be sent to your personal and student email addresses recorded on our system.