

# THE GLASGOW SCHOOL OF ART

## STUDENT WITHDRAWAL PROCEDURE

### POLICY DETAILS:

Date of approval	4 May 2016
Approving body	Academic Council
Supersedes	N/A
Date of EIA	7 April 2016
Date of next review	See Date of Approval
Author	Academic Registry
Responsible Executive Group area	Registrar and Secretary
Related policies and documents	<a href="#">GSA Leave of Absence Guidance</a> <a href="#">GSA Tuition Fee Liability Procedure</a> <a href="#">GSA UKVI Tier 4 Immigration Policy</a> <a href="#">SAAS</a> <a href="#">Student Finance England</a> <a href="#">Student Finance Wales</a> <a href="#">Student Finance Northern Ireland</a> <a href="#">US Federal Loans</a>
Benchmarking	

This procedure applies to all students wishing to terminate their studies at Glasgow School of Art (GSA). If you wish to apply for an authorised break from study or suspend your studies for a period of time please refer to our [Leave of Absence Guidance](#).

**1. The steps in the Student Withdrawal Procedure are as follows:**

- **Discuss your decision with your Programme Leader/Head of Department**

If you are considering withdrawing from GSA, please discuss this first with your Programme Leader/Head of Department and will recommend that you contact Student Support Services ([welfare@gsa.ac.uk](mailto:welfare@gsa.ac.uk)) to obtain practical and funding information to support you to make an informed decision.

If, after discussing your situation you decide to withdraw, you must complete the Withdrawal Request Form. A paper copy is also available on request from Registry ([Registry@gsa.ac.uk](mailto:Registry@gsa.ac.uk))

- **Complete the Withdrawal Request Form**

Please complete the Withdrawal Request form and ask your Programme Leader/Head of Department to sign it.

You are responsible for sending the completed form to:

Registry  
The Glasgow School of Art  
167 Renfrew Street  
Glasgow  
G3 6RQ

or email [Registry@gsa.ac.uk](mailto:Registry@gsa.ac.uk)

Registry will update your student record to show that you have withdrawn from your programme of study and will advise you by email the date of your withdrawal as recorded on your signed Withdrawal Request Form below.

**2. Tuition Fees**

Your tuition fee liability will be reviewed as part of the withdrawal process. Depending on the date of withdrawal and how you are funded, you may have to pay outstanding tuition fees or your account may be in credit.

Registry will inform the Finance Office of your withdrawal date and a member of staff from Finance will confirm with you, by email, the status of your account and any financial requirements you may have to meet.

Please read the [Tuition Fee Liability Procedure](#) to calculate how your withdrawal will affect your tuition fee liability.

If your fees are being paid by a funding provider such as SAAS, Student Finance (England/NI/Wales), Student Loans Company, you are advised to speak directly to them for information about how your withdrawal will affect your funding and any future entitlement to student support. If you do withdraw, you must inform your funding provider in writing, that you have done so.

### **3. Maintenance Loans, Scholarships, Bursaries and Financial Aid**

Your entitlement to any scholarships, bursaries, loans or financial aid you may be receiving as a student will normally cease when you withdraw. You will not be eligible to apply for or receive any further financial aid from GSA with regard to this period of study. This will not preclude you applying for or receiving financial aid if returning to study in the future.

We advise you to speak directly with any third party that is supporting you financially with your studies. It is important that you establish the financial impact of your withdrawal for you now and in the future. You must also inform them, in writing, of your decision to withdraw.

### **4. US Federal Loan Students**

Students in receipt of US Federal loans must contact the Student Welfare Advisor ([welfare@gsa.ac.uk](mailto:welfare@gsa.ac.uk)) to discuss the impact of withdrawing from your programme of study and how this will affect your Federal Loan.

### **5. Students with Tier 4 Visas**

Withdrawing from your GSA programme of study will impact on the terms of your Tier 4 General Student visa and your length of stay in the UK. Please contact the Student Welfare Advisor ([welfare@gsa.ac.uk](mailto:welfare@gsa.ac.uk)) to discuss how this will affect your status in the UK.

### **6. Re-admission to Glasgow School of Art**

In the future, should you wish to return to study at GSA following your withdrawal, you should contact your Programme Leader/Head of Department for advice about re-admission. Undergraduate students in their first year of study should note that if you withdraw before the 30<sup>th</sup> of November, applications for entry in a future year must be made by application through UCAS.

### **7. Useful Links**

You may find the following links to associated policies or web pages useful when considering whether you wish to withdraw from your programme of study.

[GSA Leave of Absence Guidance](#)

<http://www.gsa.ac.uk/media/1090495/LEAVE-OF-ABSENCE-GUIDANCE-2015.pdf>

[GSA Tuition Fee Liability Policy](#)

<http://www.gsa.ac.uk/media/1215135/tuition-fee-liability.pdf>

[GSA UKVI Tier 4 Immigration Policy](#)

<http://www.gsa.ac.uk/media/1200574/UKVI-Policy-The-Glasgow-School-of-Art-February-2016.pdf>

[SAAS \(www.saas.gov.uk\)](http://www.saas.gov.uk)

[Student Finance England \(www.gov.uk/student-finance/new-fulltime-students\)](http://www.gov.uk/student-finance/new-fulltime-students)

[Student Finance Wales \(www.studentfinancewales.co.uk\)](http://www.studentfinancewales.co.uk)

[Student Finance Northern Ireland \(www.studentfinancenir.co.uk\)](http://www.studentfinancenir.co.uk)

[US Federal Loans \(www.gsa.ac.uk/life/fees,-funding-finance/financial-aid-for-us-students/\)](http://www.gsa.ac.uk/life/fees,-funding-finance/financial-aid-for-us-students/)

Please complete all sections of this form, sign and date it before returning it to  
Registry, Glasgow School of Art, 167 Renfrew Street, Glasgow G3 6RQ  
or email it to [Registry@gsa.ac.uk](mailto:Registry@gsa.ac.uk)

<b>Full name</b>	3T	<b>Email</b>	3T
<b>Date of Birth</b>	3T	<b>Student No</b>	3T
<b>Address</b>	3T	<b>Mobile No</b>	

**1. I give notice of my withdrawal from The Glasgow School of Art for the following reasons**  
(please check all that apply)

Academic progress reasons       Employment       Health   
 Financial reasons       Personal       Other   
 Transferring to another Higher Education provider   
 If you are transferring please name the new Higher Education provider  
 3T

Please provide any further details you wish to give on your decision to withdraw  
 3T

**2. With whom did you discuss your decision to withdraw?** (please check all that apply)

Programme Leader/Head of Department       Welfare Advisor   
 Registry Staff       Other   
 If you selected 'Other' please give details below  
 3T

**3. Please give an indication of your present intention regarding any future return to study**  
(Please check the relevant box)

I intend to return to GSA at a future date       I do not intend to return to GSA at a future  
 date

**4. Date of last attendance/withdrawal date:** 3T

**5. Student Signature:** \_\_\_\_\_ **Date:** 3T

**Head of Department/  
Programme Leader Signature:** \_\_\_\_\_ **Date:** 3T

Personal Data: The Glasgow School of Art collects and processes information, including images, about its students, applicants and potential applicants, for academic, administrative, management, pastoral, and health and safety reasons. Some of this information is considered as sensitive personal data in the terms of the Data Protection Act 1998. The information is provided by a student, applicant or potential applicant or on his/her behalf. It is not possible to become, nor remain, a registered student, nor to process an application without agreement to provide this information. The information is processed in accordance with the Data Protection Act 1998, and is disclosed to third parties only with students' consent, or to meet a statutory obligation, or as Notification with the Information Commissioner, or in accordance with the terms of the Act. Further information on data protection can be read in the GSA [Data Protection Policy](#)