

Undergraduate Withdrawal Guidance Notes and Study Options

Thinking of withdrawing from Lancaster University? 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 you live on campus and are unhappy about some aspect of your accommodation you can speak to your Accommodation Manager about the issue. They may be able to help with advice and if any alternative rooms are vacant, may be able to arrange a room change.
- If the reason is that you feel homesick or you don't like the city of Lancaster, you may need to ask yourself if you have given yourself enough time to adjust to a 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 and entry requirements can be viewed at: <http://www.lancs.ac.uk/admissions/undergrad.htm>. We suggest that you book a confidential one to one appointment with a Careers Consultant who will be able to discuss course options from a career perspective. Careers Consultants are objective and impartial. Appointments can be booked at <https://lancaster.targetconnect.net/unauth>
- 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 3 of the first term. You should do this by collecting a Change of Programme form for your major or Change of Enrolment form from your department, Student and Education Services or download it from: <http://www.lancaster.ac.uk/current-staff/registry/student-forms/>. This should be completed in consultation with your intended department/s and returned to ASK.
- 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. A Student Learning Adviser (SLA) is available in each Faculty.
- If you are considering withdrawing due to financial difficulties you can speak to a Funding Adviser available in Student and Education Services. Contact details can be found at: <https://www.lancaster.ac.uk/student-and-education-services/money/funding/>
- You may wish to talk confidentially with your College Wellbeing Officer. For contact details please go to: <https://www.lancaster.ac.uk/student-and-education-services/counselling-and-mental-health-service/contact-us/>

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 to begin in the next academic year this can be processed internally rather than you applying through UCAS. You will need the permission of the receiving department so you should contact the Admissions Tutor within the department. Once you have this you will need to speak to Student and Programme Administration (telephone: 01524 5-92085, email: (study-options@lancaster.ac.uk)) so that 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.

If it is agreed that a student can withdraw and re-start or repeat a year of study and they have received a Lancaster Bursary or Scholarship instalment(s), they will not be able to receive the same award instalment(s) again on their return. Only one award is payable for each year of study. For more information please see the [University Award Regulations](#). For further information please email studentfunding@lancaster.ac.uk

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 chose 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 ASK for Student and Programme Administration to approve. If approved, we will email confirmation to you and update your record and any external agencies where necessary. Please find more details [here](#).

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 (condition 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. For more information please see the [University Award Regulations](#). For further information please email studentfunding@lancaster.ac.uk

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 (email: study-options@lancaster.ac.uk).

<https://lancaster.targetconnect.net/unauth>.

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. Details about intercalating and how to apply can be found at: <http://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/student-based-services/course-and-study-changes/Guidancenotesonintercalation.pdf>.

Consequences to consider

Student in receipt of Disabled Student Allowance

If you are in receipt of Disabled Student Allowance (DSA) which covers the costs of one-to-one support, please be aware that if you withdraw you may become liable to pay for any sessions you receive after your last date of attendance within your department. For more information contact disabilities@lancaster.ac.uk.

Accommodation

For campus accommodation you are released from your accommodation contract when you withdraw. A 28 day notice period (calculated as starting from the date of withdrawal) of rent is payable. Non-students are not permitted to remain in University accommodation beyond the 28 days. Resnet in your room should stay active for the 28 days.

If you are in LUSU Housing you will need to inform the Housing Manager. They will be able to inform you if any early release from your accommodation contract is possible. If you are renting privately you will need to check the terms of your contract and notify your landlord as appropriate.

Once you withdraw you no longer have student status and therefore can become liable for Council Tax.

Finances

If you are a UK or EU student and have taken out a tuition fee loan or you are self/other funded, the University will charge as below. Therefore, your tuition fee loan will be adjusted accordingly.

Self-Funded Students AND Students whose tuition fees are paid either wholly or partly by a sponsor (not SFE)

Withdrawal up until 13 October 2024:

Any NEW student who withdraws and has a recorded date of last attendance up to and including 13 October 2024 will not be liable for any tuition fee for that academic session. Any CONTINUING student will be charged as below.

Withdrawal up until 3 November 2024:

Any student who withdraws and has a recorded date of last attendance up to and including 3 November 2024, will be charged pro-rata based on the number of weeks that they have been in attendance.

Withdrawal after 3 November 2024:

Students who are recorded as 'self-funded' will be liable for the full academic session's tuition fee.

Students in receipt of a Tuition Fee Loan from Student Finance England Students receiving a fee loan will be charged as follows:

Withdrawal up until 13 October 2024:

Any NEW student who withdraws and has a recorded date of last attendance up to and including 13 October 2024 will not be liable for any tuition fee for that academic session. Any CONTINUING student will be charged as below.

Withdrawal on 4 October 2024 up to 9 January 2025:

Any student who withdraws and has a recorded date of last attendance up to and including 9 January 2025, will be charged 25% of the annual year's tuition fees.

Withdrawal on 10 January 2025 up to 27 April 2025:

Any student who withdraws and has a recorded date of last attendance from 10 January 2025 up to and including 27 April 2025, will be charged 50% of the annual year's tuition fees.

Withdrawal on and after 28 April 2025:

Any student who withdraws and has a recorded date of last attendance from 28 April 2024 onwards, will be charged 100% of the annual years tuition fees.

Students whose tuition fees are paid by Student Awards Agency for Scotland (SAAS)

Students receiving a tuition fee loan from SAAS will be charged as follows:

Withdrawal with a date of last attendance before 1 December: £0 fee charged
Withdrawal with a date of last attendance on or after 1 December: 100% of total tuition fee

Students whose tuition fees are paid by the Government of Jersey, Guernsey or Isle of Man

Please see details at: - <http://www.lancaster.ac.uk/student-based-services/money/fees/policies-and-procedures/undergraduate-withdrawal-and-tuition-fee-policy/>. For enquires please contact: - tuition-fees@lancaster.ac.uk

Students whose tuition fees are paid either wholly or partially by a sponsor (not listed above)

Sponsored students who have a date of last attendance after Week 4 of Term 1 will be charged the full academic session's tuition fee. If the student is sponsored, the sponsor will be liable for this fee or their share of it as per the original sponsor agreement. In the event that the sponsor refuses to pay, the student will become liable for the fee charged.

Please note sponsored students must provide the University with a copy of their sponsorship confirmation letter. If the university does not have proof of sponsorship, the student will be treated as 'self-funded'. University 'Weeks' are determined by the University and not based on the individual student registration/re-registration date

Bursaries and Scholarships

If you have received any award instalment(s) and it is agreed that you can withdraw and re-start or repeat a year of study you will not be able to receive the same award instalment(s) again on your return for the same year of study. You have to be a registered student at the point of each instalment date to qualify for that payment. If you withdraw after a payment instalment you will not be required to repay any payment of any award.

For further information please email studentfunding@lancaster.ac.uk

Student Finance

If you are a UK student who has taken out a student Loan for living costs and/or a grant, you will not receive any further instalments after your withdrawal has been processed. Your funding entitlement will be recalculated based on your last date of attendance which may mean that you have a loan and/or grant overpayment and you will be required to make an immediate repayment or arrange a repayment plan. The Student Loans Company will contact you about this directly.

You are required to repay any tuition fees and/or living cost loans (also known as a maintenance loan) that you have received whilst you were in attendance, from the April after you withdraw and when you start earning above the UK threshold. There are two different repayment plan types, Plan 1 and Plan 2.

Plan 1

You're on Plan 1 if you're:

- an English or Welsh student who started an undergraduate course anywhere in the UK before 1 September 2012
- a Northern Irish student who started an undergraduate or postgraduate course anywhere in the UK on or after 1 September 1998
- an EU student who started an undergraduate course in England or Wales on or after 1 September 1998, but before 1 September 2012
- an EU student who started an undergraduate or postgraduate course in Northern Ireland on or after 1 September 1998
- You'll only repay when your income is over £382 a week, £1,657 a month or £19,895 a year (before tax and other deductions).

Plan 2

You're on Plan 2 if you're:

- an English or Welsh student who started an undergraduate course anywhere in the UK on or after 1 September 2012
- an EU student who started an undergraduate course in England or Wales on or after 1 September 2012
- someone who took out an [Advanced Learner Loan](#) on or after 1 August 2013
- You'll only repay when your income is over £524 a week, £2,274 a month or £27,295 a year (before tax and other deductions).

Plan 4

You're on Plan 4 if you're:

- a Scottish student who started an undergraduate or postgraduate course anywhere in the UK on or after 1 September 1998
- an EU student who started an undergraduate or postgraduate course in Scotland on or after 1 September 1998
- You'll only repay when your income is over £480 a week, £2,083 a month or £25,000 a year (before tax and other deductions).

Please see [Student Loans Company – Loan repayment](#) for further information.

If you withdraw after a period of intercalation due to health reasons and you have received the extra 60 days funding, SLC may require repayment. This is at their discretion so please deal directly with your funder.

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 is not valid for study at any other UK university. If you plan to withdraw from Lancaster University and study at another institution in the UK you may need to apply for a new visa. For further advice on this matter please contact the Visa and Immigration Team (email: visa-advice@lancaster.ac.uk). Please note also that the UKVI will also be informed of the withdrawal.

How to withdraw

1. Notify Student and Programme Administration (email: study-options@lancaster.ac.uk) by completing the [withdrawal form](#) of your decision to withdraw giving brief reasons why where possible.
2. Ensure that you receive confirmation that your withdrawal has been processed. This is usually issued within a week.
3. If you have campus accommodation, inform your Accommodation Manager that you have submitted a withdrawal statement to Student Registry and that you wish to be released from your accommodation contract. You will be liable for 28 days rent after your formal withdrawal date.
4. If you are in receipt of any awards via your education authority, Student Finance or other assessing authority it is very important that you inform them of your change in circumstances. You may also want to request advice regarding the possibility of any future awards if you intend to pursue your education at a later date or at another institution. The university also informs your funder.
5. Pay any outstanding debts to the University.
To do this please contact the Finance Office (telephone: 01524 592050, email: creditcontrol@lancaster.ac.uk)
6. Return all library books and any other property belonging to the university.

Refund Requests:

Purple Card
Students' Union (LUSU) Information Desk
Tel: 01524 593765
Email: lusuinfodesk@lancaster.ac.uk

Sports Centre Membership
Email: sportenquiries@lancaster.ac.uk