**Appendix 2**

**Withdrawal letter**

Title

Name

xxxx@bournemouth.ac.uk

 Direct line +44 (0) 1202 96xxxx

Ref:

Date:

Address

Address

Address

Address

Post Code

Dear (*student name*),

Failure to provide Proof of Qualifications/Identification

Enrolment cancelled (insert programme name)

You will be aware that the offer on the above programme was made on the grounds that you had the appropriate qualifications for entry. Despite two reminders you have failed to provide proof of this and/or photographic evidence of your ID.

This letter is to confirm that as of today your enrolment has been cancelled and you are not permitted to continue your studies at Bournemouth University.

The Student Loans Company plus any other relevant bodies will be informed that you are no longer a student at Bournemouth University and you will be contacted by our Finance Department in due course with regards to any monies outstanding or repayable.

Please do not hesitate to contact me if you have any queries.

Yours sincerely