Job Title

Name

[xxxxxx@bournemouth.ac.uk](mailto:xxxxxx@bournemouth.ac.uk)

Direct line +44 (0) 1202 96xxxx

Ref: SL/Attendance/4

Date:

Title Forename Surname

Address 1

Address 2

Address 3

Address 4

Postcode

Dear Forename

**RE: Withdrawal from xxxx programme.**

*Following our letter dated xxxx as we have had no correspondence from you/following the receipt of your letter and withdrawal form dated xxxx* ***(delete as appropriate***), I can confirm that you have been withdrawn from the above course with effect from **xxxx.**

As your tuition fee remains outstanding this will now be passed to the University debt collection agency. ***(delete if withdrawal is not fee related)***

Please be advised that the University will now inform all relevant statutory authorities of your withdrawal and any entitlement to student loan, bursary or scholarship (if applicable) will cease as of your date of withdrawal.

Please also note that, as you are an international student on a TIER 4 visa, we are legally obliged to inform the Home Office that you have withdrawn, since your current residence status in the UK is based on your being enrolled as a full-time student in the UK. Please seek further advice from the Immigration Compliance and Advice Team at askBU as soon as possible. ***(delete if the student does not have a TIER 4 visa***)

You must return your Student ID card for cancellation. Could I also please remind you that if you are in possession of any University property (such as library books) that these must be returned as a matter of urgency.

Please also be aware that you must address any contractual position with regards to your housing, even in the case where your landlord is Bournemouth University or one of our Partners.

You may also seek support from SUBU Advice, who can discuss your options and offer free, confidential and independent advice.  You can contact them on 01202 965779 or [subuadvice@bournemouth.ac.uk](mailto:subuadvice@bournemouth.ac.uk).

Please note that if you are an international student on a TIER 4 visa, any future study plans are subject to your immigration status. You can find further information on your visa entitlement from <https://www.gov.uk/government/organisations/uk-visas-and-immigration>” ***(delete if the student does not have a TIER 4 visa***)

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

Yours sincerely