

Withdrawal Checklist

BEFORE YOU COMPLETE THE WITHDRAWAL FORM

Academic & Support

- Speak with your Academic Adviser and/or an Engagement Adviser. There may be alternatives or support available to help you continue your studies. You can book with an Engagement Adviser [via the Support Portal](#).

Financial Planning

- Talk to a Student Money Adviser. You may need to repay some of your student loan depending on your last date of academic engagement with your course. You can [book via the Support Portal](#).

Accommodation

- Check your private housing contract. You may still be liable for rent or need to find a replacement tenant. Take this into consideration and plan for it if you intend to withdraw.
- Inform University Accommodation: accommodation@chi.ac.uk if you live in halls. You will be expected to pay for 4 weeks from the date you informed them in writing.
- Close or transfer utility accounts (gas, electric, internet, etc.) if you're in private housing.
- Redirect your post: Set up [mail forwarding with Royal Mail](#) or notify important contacts of your new address.

Academic Records

- Download unofficial transcripts or academic records (you won't have access to MAF after withdrawal)
- Check and save important emails (Your university email account will be deactivated after withdrawal.)
- Return all library books and borrowed equipment. Pay any outstanding fines.

COMPLETE THE WITHDRAWAL FORM

- Submit the withdrawal form via [ChiView](#). Academic Registry will process any request as quickly as possible and will email confirmation that your withdrawal has been processed.

AFTER YOU COMPLETE THE WITHDRAWAL FORM

Financial & Legal

- Academic Registry will notify your student loan provider of your withdrawal. It is important to note you may owe back some funds depending on your last date of attendance.
- Update your bank about changes in student status if you have a student account with special terms.
- Check your council tax status. You likely will become liable for council tax once you are no longer a full-time student.
- If you hold a visa, it will be curtailed (shortened) once you withdraw. Normally you will have 60 days or less remaining on your visa. We strongly advise not to overstay your visa as it will affect future visa applications. Please contact International@chi.ac.uk for further information.

Health & Wellbeing

- [Access mental health support via the NHS](#) if needed. Leaving university can be a big transition and [support is available outside of the university](#).
- [Register at a new GP](#) if you're moving to a new area.

