

# Permanent Voluntary Withdrawal Form Malaysia Campus



**This form must be completed by any student choosing to withdraw permanently from their studies at Heriot Watt University.**

You have the right to withdraw voluntarily from the University. By submitting this form, you are formally instructing the University to process your permanent voluntary withdrawal from studies.

## Advice

We strongly encourage you to discuss your intention to withdraw with your Personal Tutor/Student Advisor (undergraduate, postgraduate taught and online students), or your Primary Supervisor (postgraduate research students), who can provide support and advice on your situation. In some cases, there may be alternatives to permanently withdrawing from the University which you may wish to consider, for example requesting to take a [Temporary Suspension of Studies](#) for a period.

## Submitting this form

To confirm your intention to withdraw you must email the completed form from your University email account. If there are problems accessing your Heriot Watt e-mail account or if you are studying an online programme, we can accept submission from your personal e-mail account provided it is an e-mail account we have on record.

## To be completed by the student wishing to withdraw:

I wish to permanently voluntary withdraw from my studies at Heriot Watt University on the date shown. I understand the implications of this action as shown below:

- After the date of withdrawal, I will no longer be a student at Heriot Watt University and will have no access to the University's facilities.
- If I hold a loan, bursary, grant, or scholarship I must inform my sponsor(s) immediately.
- If I hold a Student visa, and I withdraw from my studies, I understand that it is highly likely that my visa will be curtailed. Students should seek advice from the [International students support team](#) before making any decisions to withdraw from studies.
- I agree to pay any outstanding sums of money due to Heriot Watt University and will contact the [Finance Department](#) to find out what they are and to arrange payment.
- I accept that, if I re-apply for study at Heriot Watt University, I must do so using the University's normal admission procedures, and I may not necessarily be accepted. If I am, then the academic credits I have accrued to date may not necessarily be used in full for any accreditation of prior learning that may be applied at that time.

Student's name  ID number

Degree Programme

Date of Submission of form

Date of Withdrawal

*Note: This date cannot, normally, be earlier than the date of submission of form.*

Please indicate your reason for withdrawing by marking the appropriate box below:

Academic	<input type="checkbox"/>	Financial	<input type="checkbox"/>	Transfer to other institution	<input type="checkbox"/>	Personal	<input type="checkbox"/>
Gone Into Employment	<input type="checkbox"/>	Medical Reasons	<input type="checkbox"/>	Relocation	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please return this form to: [student-services-malaysia@hw.ac.uk](mailto:student-services-malaysia@hw.ac.uk)

**Office use:**

I, as Personal Tutor/Student Advisor/Primary Supervisor, have been in contact with the student to offer to discuss their withdrawal, and then passed the form to the relevant Student Service centre.

Name of Staff Member

Date

*Withdrawal form received, Student Record updated and exit award checked.*

Name of RAS Staff

Date

**Appendix****Student to complete:**

If you transfer to other Institution, please state the University you wish to transfer to and your reason/s for transfer. For other reason, please state details.

**Academic Head Exit Interview**

Comments from Academic Head during Exit Interview:

Academic Head signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Meeting Global Student Office (International Students Only)**

Comments from Global Student Office:

Global Student Office staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fees paid are not transferable and not refundable except in the circumstances set out below and provided that a request in writing for such refund is received. Any refund of fees or part thereof is subject to the following:

- a. The Registration Fee, International Student Application fee, International Student Annual fee, and Education Malaysia Global Services (EMGS) application fee are not refundable under any circumstances.
- b. Subject to sub paragraph (a), if a student provides notice more than 2 weeks before the commencement of the semester, 100% of the tuition fees paid may be refundable.
- c. Subject to sub paragraph (a), if a student provides notice within 2 weeks before the commencement of the semester, 50% of the tuition fees paid may be refundable.
- d. Subject to sub paragraph (a), if a student provides notice within 2 weeks after the commencement of the semester, 50% of the tuition fees paid may be refundable.
- e. No fees are refundable 2 weeks after the commencement of the semester.
- f. Subject to sub paragraph (a) above, if a student is required to leave the programme due to medical reasons based on medical evidence, the student will be eligible for a full refund of all fees paid.

The E-Refund form is available at ([HWUM Online Forms - Home \(sharepoint.com\)](https://sharepoint.com))

For the reason of refund, please select "Tuition fee (Continuing Student)".

Please attach the proof of payment as a supporting document in the form.