**Student Services**

**Social Work Bursaries – Withdrawal Form (SWB02)**

Please complete the form on the next page for every student whose studies are interrupted. This includes suspensions, deferrals, withdrawals, cessations and any student awaiting the outcome of an appeal.

We require two dates in order to ensure that we accurately calculate any remaining entitlement or overpayment that may have been made to enrolled students who withdraw from their course.

It is vital that we are given the correct last day of the student's academic studies and the correct date that the student’s academic studies commenced (this must not include the induction/orientation weeks).

Please complete the form overleaf and send it to nhsbsa.swbteam@nhs.net and ensure that you keep a copy for yourself.

This form is for completion by a University or College and must not be completed or submitted by the student.

|  |  |
| --- | --- |
| Student’s name: |       |
|  |  |
| Student’s date of birth: |   |   | / |   |   | / |   |   |   |   |
|  |  |
| University: |       |
|  |  |
| Academic year student withdrew from the course (e.g. 2016/17): |   |   |   |   | / |   |   |
|  |  |
| Course year student withdrew from (e.g. Year 1 etc) | Y | E | A | R |   |
|  |  |
| Academic year start date that student withdrew (not including induction/orientation): |   |   | / |   |   | / |   |   |   |   |
|  |  |
| Last date of attendance:  |   |   | / |   |   | / |   |   |   |   |
|  |  |
| Did the student attend for the full academic year?  | [ ]  Yes | [ ]  No |
|  |  |
| Is the student intending to return to the course within the next year? | [ ]  Yes | [ ]  No |
|  |  |
| If yes, when? |   |   | / |   |   | / |   |   |   |   |
|  |  |
| If the student is intending to return to the course, do you intend to allocate them a capped place on their return?If ‘Yes’, you will need to ensure that you allocate an available capped place to the student for the academic year they are returning to. In order to do this, please include them on your capping list for the relevant academic year, noting the list with ‘returning student’. **Please note that this process only applies to postgraduate students as undergraduate students cannot have a capped place allocated to them following a withdrawal from training.**We will then allocate a capped place to them in preparation for their return.Please note the returning student’s capped place must be taken from your allocated number for that year. | [ ]  Yes | [ ]  No |
|  |  |
| What are the reasons for withdrawal/interruption from the programme? (e.g. health, personal, financial, academic, maternity etc.)Please provide as much detail as possible as this will help us determine eligibility for future funding. |
|  |  |
|       |
|  |  |
| Information supplied by:  |        |
| Email address: |        |
|  |  |
| Date: |    |   | / |   |   | / |   |   |   |   |