

Withdrawing from your studies

British Institute of Technology

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Withdrawal from the Institute means that you are leaving the Institute with no intention of returning, the following page may give clearer guidance on what this means for you.

Please be aware the information listed on this page is for current continuing students and new students with an enrolment status of Fully or Temporarily enrolled.

Making Changes to your offer (before enrolment)

If you would like to:

- Change year of entry to the programme (defer a year or start a year earlier)*
- Change your course choice before enrolment*
- Withdraw your application

*Please note that it is not always possible for us to comply with your request.

You need to contact your Admissions team directly by contacting us [email](#) and include:

1. Your Institute Application Reference number or UCAS Personal ID number
2. Clearly state your request
3. Provide a clear reason for your request

Please ensure you email your request using the email account you applied from. If somebody is emailing on your behalf, they must be listed as a nominated person on your UCAS application you must have provided us consent by email.

Actions to take before requesting a Withdrawal?

Students must speak to the appropriate person at Institute (Student Support Officer or Programme Leader, Senior Tutor or Personal Tutor) requesting a withdrawal.

Check how withdrawing or transferring institutions will affect your current and future funding entitlement, and your tuition fee liability. If you are an international student, check how it will affect your permission to stay in the UK.

If, having read this guidance, you need more advice, please contact the Counselling Service for confidential one to one advice.

The deadline for requesting a withdrawal

Please be aware that for most programmes there are two deadlines for submitting a withdrawal request. These are the day before the assessment period in January and the day before the assessment period in May. If you miss these deadlines you will normally have to be entered for examinations/assessments and would need to talk to your programme leader about submitting extenuating circumstances if you are unable to attend/submit work.

The submission deadline will vary for a few of our programmes. Please seek advice from your programme leader or from Student Records if you are unsure of the deadline for requesting to withdraw. Postgraduate students are also able to attend the May assessments and to withdraw prior to commencing their Project/Dissertation period.

Transferring to another institution

Students considering a transfer to another institution are advised to contact the Admissions Office at that university for advice about their procedures and what action needs to be taken prior to completing the withdrawal form.

Students transferring from the Institute to another institution will receive a transcript, including results for all modules taken and academic credit for all modules successfully completed up to the point of transfer. Where a student qualifies for an exit qualification, this will be made subject to the terms of the Academic Regulations. Upon transfer a student will cease to be a Institute student and as such will no longer be eligible for further assessment, resits, or participation in other Institute activities.