



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

PROGRAMME WITHDRAWAL

**How to request
a Programme Withdrawal**



This is a student guide to requesting a withdrawal from programme of study via MyTSD

1. Log in to MyTSD. <https://mytsd.uwtsd.ac.uk/>
2. Click 'Data Changes and Forms' (Screenshot 1).
3. Click the 'Request withdrawal from programme' link located in the 'Data Change Requests' container (Screenshot 1).

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Home Results and Progression Applicant Enrolment Details Documents required prior to Enrolment **Data Changes and Forms**

Data Changes and Forms

Data Change Requests

- Change Programme
- Amend Personal Details
- Emergency Contact Details
- Request withdrawal from programme**
- Module Change Requests
- Recognition of Prior Certificated Learning (PL3c) upgrade form

Screenshot 1

Request to withdraw from programme

4. Read the onscreen instructions (Screenshot 2). You must put the last date of attendance under the Date of withdrawal container (Screenshot 2).

Request to withdraw from programme

This form is for students who wish to withdraw from the University. You should not use this form if you wish to request an interruption of studies and intend to return at a later date. If you have not done so already, please take the opportunity to discuss your reasons for withdrawal with a member of staff in the Institute or within the Student Services team to see if we can help you find a way to continue your studies.

We value your feedback and appreciate your sharing of your experiences during your time with us. The information that we receive will help us to continue to enhance our provision and support for our students.

Student details

Please review the information in this section, enter your last date of attendance and continue to the next step of the form. You can exit the form at any stage with the 'Exit' button.

Student details	
Student number	Student name
Programme title	Location
Year of study	Mode of attendance
Institute	Academic Discipline

Date of withdrawal

Last date of attendance

Exit Next

Screenshot 2

5. Click 'Exit' to return to the Home screen or confirm your details and click 'Next' to move on to the next section.

Further details about the withdrawal

6. From here you can provide information about your reasons for withdrawal and what support you have received from the University (Screenshot 3).

Request to withdraw from programme

Further details about the withdrawal

This section of the form will collect information about your reasons for withdrawal and what support you have received from the University.

Reason for withdrawal

Please choose the main reason for your withdrawal

- ☐ Financial reasons
- ☐ Health reasons
- ☐ I have gone into employment
- ☐ Family reasons (e.g. caring for a child or relative)
- ☐ I did not feel that the course was suitable for my needs
- ☐ Other personal reasons
- ☐ I did not feel satisfied with my course or the University
- ☐ I did not feel that University was the right place for me in general
- ☐ Other reasons

Please provide details of anything else that impacted on your experience at UWTSU (e.g. if there were additional reasons)

Transfer

Please indicate here whether you are intending to transfer to another institution to continue your studies

- ☐ I DO intend to transfer to another institution
- ☐ I DO NOT intend to transfer to another institution

Support

Did you access any support while you were at University (for example, a personal or year tutor, Faculty welfare officer, lecturer, a member of staff from Student Services, or the Students' Union)?

- ☐ Yes
- ☐ No

Have you discussed your intention to withdraw with someone in the University (such as a personal or year tutor, Faculty welfare link, lecturer, or a member of staff from Student Services)?

- ☐ Yes
- ☐ No

Is there anything that could have helped you to complete your course?

Depending on the date of withdrawal, there may be financial implications for you, including liability for a proportion of the fees. Have you spoken to a Student Finance Officer to talk through the financial implications for you of your withdrawal?

- ☐ Yes
- ☐ No

Please indicate if you would like a meeting with a Student Finance Officer

- ☐ Yes
- ☐ No

Exit **Back** **Next**

Screenshot 3

7. Once happy with the details provided, click 'Next' to continue.

Final confirmation of withdrawal request

8. Use this page to sign and submit your withdrawal request (Screenshot 4).

Request to withdraw from programme

Final confirmation of withdrawal request

This is the final step to confirm you would like to submit the request for withdrawal from your programme of study. If you submit the request, your Institute Office will be informed of the request and will process it as necessary.

By typing your name in the box below you are signing this form electronically.

Signature

Date: 23/Jan/2023

Exit **Back** **Submit request**

Screenshot 4

It is highly recommended that you discuss the financial implications of your withdrawal with a Student Finance Officer.

CONTACT DETAILS

<u>Birmingham Finance Team</u> Email: financebirmingham@uwtsd.ac.uk Tel: 0121 229 3000	<u>London Finance Team</u> Email: financelondon@uwtsd.ac.uk Tel: 0207 127 7472
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Student Finance England

Webchat: You can chat with an advisor on **your online account**.

Monday to Friday, 9am to 5:30pm

Telephone: 0300 100 0607

Text relay (if you cannot hear or speak on the phone): 18001 then 0300 100 0607

Monday to Friday, 8am to 8pm

Saturday and Sunday, 9am to 4pm

NEED HELP?

Contact the Student Engagement Team

For Birmingham campus based students

Email: BirminghamStudentEngagement@uwtsd.ac.uk

Tel: 0121 229 3000

For London campus based students

Email: LondonStudentEngagement@uwtsd.ac.uk

Tel: 0207 127 7470

If you are having any problems using MyTSD please ring or email the following:-

Telephone: 01267 676716 or 01792 481097

Email: registry@uwtsd.ac.uk