Temporary Withdrawal from a Course
A Guide for Students
Temporary Withdrawal from a Course

A guide for students considering temporary withdrawal from a course.

Think … and think again!

Considering temporary withdrawal usually is the result of a particular difficulty in a student’s life at that time.

It can give rise to many different feelings, such as anxiety, fear of failure, loss of confidence and/or a sense of relief, but the decision to withdraw is never an easy one.

Students may reach this point after experiencing difficulties in any number of areas:

- academic—falling behind, exam failure, wrong course
- financial
- family/domestic
- medical
- relationship(s)

There may be initial relief in temporary withdrawal, and it may be the most appropriate decision, but allow yourself time to consider the following:

- is this an impulsive response to an immediate crisis, that could, perhaps, be weathered?
- will ‘time out’ enable you to be in a stronger position to resume your studies and what measures will you have to put in place to achieve this?
- are there alternative options (e.g. defer examinations, seek financial help)?

Some implications of temporary withdrawal

Relationship to the University

This will inevitably change. Students who are no longer registered have no automatic entitlement to use University accommodation or other facilities. Access to the Library and Computer Centre stops, though it may be possible to re-register as an external user.
Finance

Students who temporarily withdraw are not entitled to state benefits unless they qualify for disability benefits or have dependent children. Your local education authority will automatically be informed of your withdrawal, and may require both some repayment, as well as documentary evidence of your reasons for withdrawal (and subsequent fitness to return).

See also: Welfare Service

Relationship to your peers

Losing your year group can be difficult, but may also be an opportunity for creative new relationships. However, consider that your year group will graduate before you do.

Academic

Joining a course mid-way can be disorientating. Course programmes and modules offered may change from one year to the next. Consult your tutors for more information.

Who to talk to

If you are considering temporary withdrawal, you should consult your personal tutor or head of department. Temporary withdrawal can only be granted by the relevant Board of the Faculty. If you wish to withdraw on medical grounds, consult your GP: if you decide to go ahead, you will need a medical certificate.
In addition, the following Student Support Services have specific areas of expertise to help you make your decision:

**Student Welfare Service**

First Floor, Percy Gee Building (above Union Shop)
T: 0116 223 1185
Web site: [www.le.ac.uk/welfare](http://www.le.ac.uk/welfare)
E: welfare@le.ac.uk

Financial advice offered to students who are considering suspending their studies, regarding:
- Hardship Funds
- Benefits
- Council Tax
- Student loans and tuition fees
- Negotiating debts, including bank overdrafts

Information and advice also given regarding accommodation, e.g. effect on tenancy agreements.

The International Officer can provide help specifically for International students.

**Careers Development Service**

2nd Floor, David Wilson Library
T: 0116 252 2004
Web site: [www.le.ac.uk/careers](http://www.le.ac.uk/careers)
E: careers@le.ac.uk

Can help you weigh up the implications for your future education and career, of temporarily withdrawing from your course.

Resources include:
- Booklet entitled ‘New Directions—Changing or Leaving your course’, which contains helpful advice on important issues to reflect on before taking the decision. Available from the Information Desk in College House.
- Material on careers and educational opportunities at both graduate and other levels, and guidance on other useful sources of advice and information.
• Careers advisers available at drop-in consultation desk, and for pre-arranged confidential appointments.

**Student Counselling Service**

161 Welford Road  
T: 0116 223 1780  
E: counselling@le.ac.uk

Talking to a counsellor may offer a different perspective on your difficulties. It can help you deal with issues you find difficult to cope with, either now or when you return. It can help you to better cope with problems and find alternative solutions. The service is free and confidential. To make an appointment, call in, ring or email.

**Student Support (mental wellbeing)**

In the Student Counselling Service  
161 Welford Road  
T: 0116 252 2283/0116 2297751  
E: mentalhealth@le.ac.uk

For students managing mental health issues at the University, the Student Support (mental wellbeing) Service can offer practical support as you make arrangements for temporary withdrawal, maintain contact with you during your break from studies, and ease your return when you are ready to resume your course. Please contact the Co-ordinator direct (telephone or email) if you would like this support.

**AccessAbility Centre**

Ground Floor  
David Wilson Library  
T/minicom: 0116 252 5002  
Web site: www.le.ac.uk/accessability  
E: accessable@le.ac.uk

If you have a long-term disability and are too poorly to carry on with your course, the Centre can help talk through options and make plans for your return to study. Information also provided on:
• Disabled Students’ Allowance
• Study support and skills
• Self-help learning packaged
• Other practical matters

Chaplaincy

The Gatehouse, University Road
(bottom of Mayor’s Walk)
T: 0116 285 6493
Web site: www.le.ac.uk/chaplaincy
E: imm4@le.ac.uk

Chaplains are available both to talk through the issues surrounding your temporary withdrawal, and to offer support during that period. You can go and see them at the Chaplaincy Centre and use its facilities. In addition, the chaplains can put you in touch with a faith community close to where you will be living, who can offer additional sources of nurture and support.

The Students’ Union/Education Unit

Percy Gee Building
T: 0116 223 1228
E: educationunit@le.ac.uk

Part of the Students’ Union, giving free and impartial advice and guidance to students concerning academic procedures, such as appeals, changing courses or withdrawal.

If you decide to go ahead

• Inform your Head of Department
• Complete the Request for Temporary Withdrawal form, available from Registry in Fielding Johnson Building.
Where to find the Counselling and Wellbeing

Our entrance is at the rear of the building located directly on the junction of University Road and Welford Road. We have a ramp and there is a large sign on the wall. The building is accessible to wheelchair users.

Contact Details

Counselling and Wellbeing
University of Leicester
161 Welford Road
Leicester
LE2 6BF

T: 0116 223 1780
F: 0116 223 1269

www.le.ac.uk/counselling

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