

## How to Withdraw from your Studies

A simple guide explaining how you can withdraw is available on page 2.

Withdrawal is the formal process for leaving your programme of study and the University.

Before deciding that withdrawal is the best action for you, please discuss your decision with your Adviser of Studies/Supervisor. Where possible, they will try and give you the advice and support you need to help you stay and carry on with your studies.

For more information about withdrawal please visit the registry withdrawal page here:

<https://www.gla.ac.uk/myglasgow/registry/withdrawal/>



For more information about your fee liability should you choose to withdraw please visit the tuition fee refund information page here:

<https://www.gla.ac.uk/undergraduate/fees/policies/refund/>

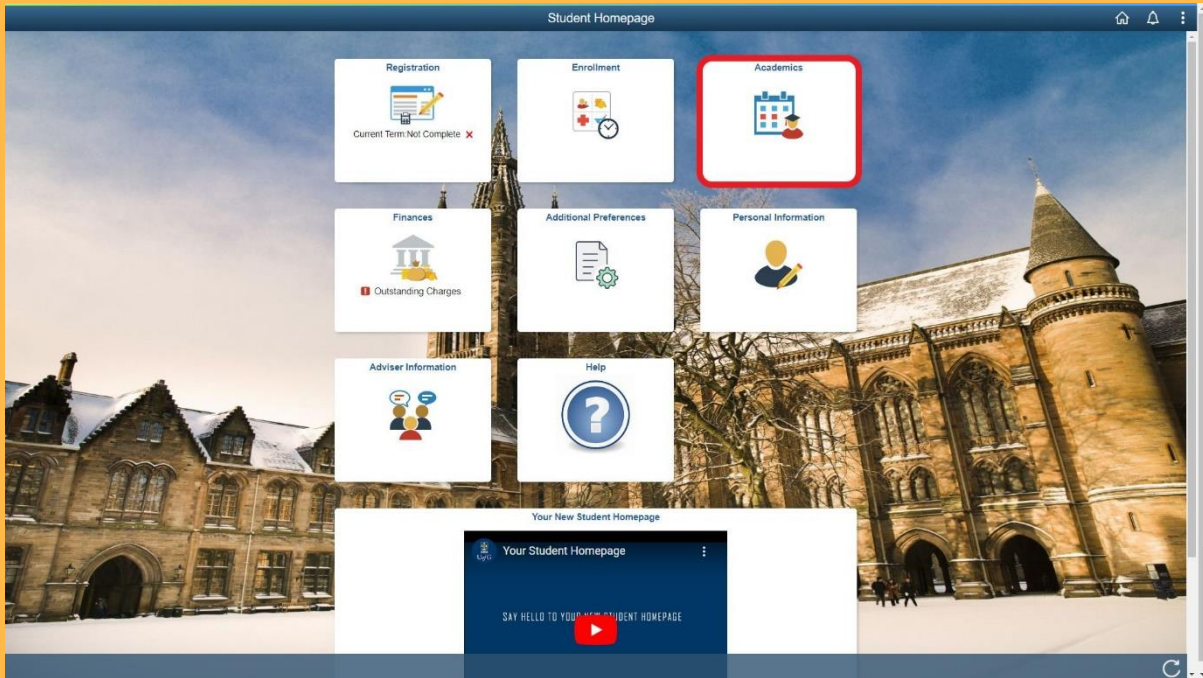


We would also recommend that you read the “Thinking of changing or leaving your programme of study?” guide here:

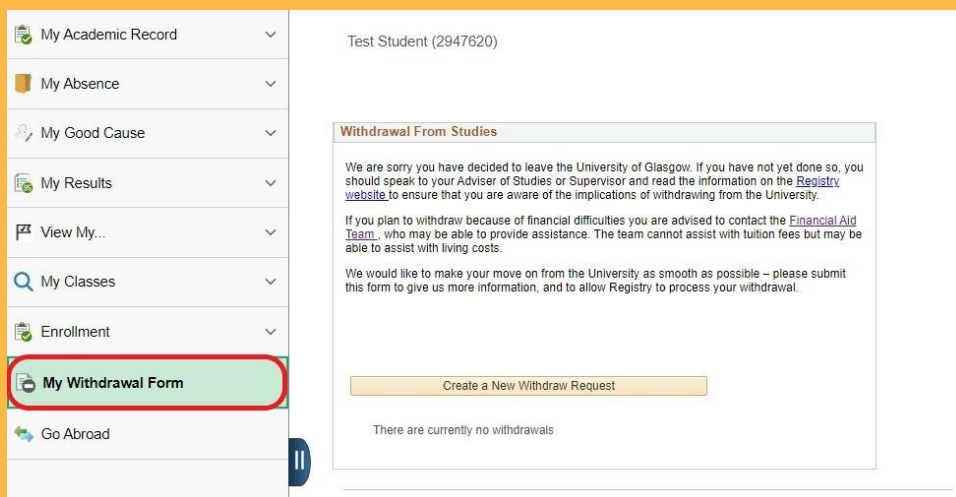
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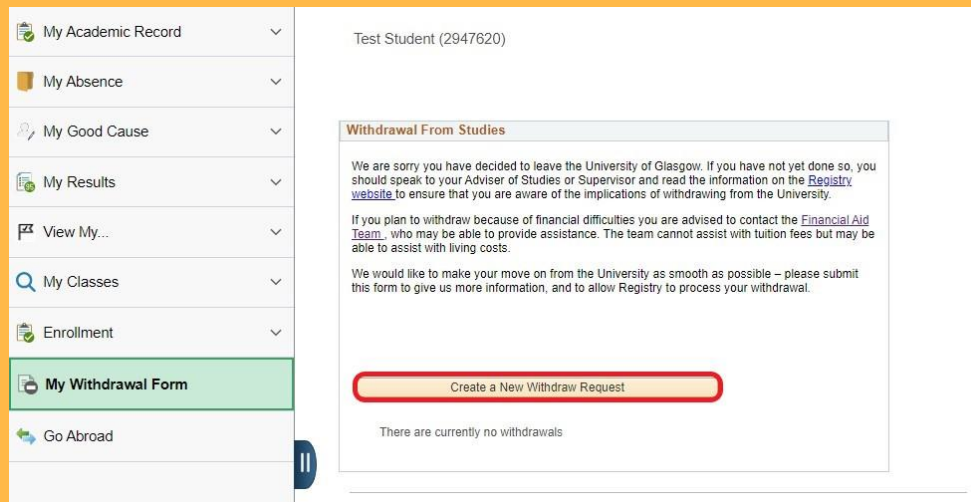
# How to Withdraw from your Studies



1. Log in to MyCampus and select the Academics tile from the Student Homepage.



2. Select the My Withdrawal Form option from the dropdown menu.



3. Then select Create a New Withdraw Request.

4. Follow the steps on the screen to complete and submit the form

### What happens after submitting the withdrawal form?

- An acknowledgement that your withdrawal form has been received will be sent to your student email account and the relevant Chief Advisor/Graduate School will be informed that you have notified us that you wish to withdraw from University.
- Your withdrawal will enter a 10 day administration period during which time the Chief Advisor/Graduate School may contact you to discuss your decision and your withdrawal will be processed. **Should you decide not to withdraw during this period, you or the Advisor/Graduate School may contact registry-withdrawals@glasgow.ac.uk to cancel your withdrawal.**
- At the end of the 10 day administration period an email confirming your withdrawal will be sent to your student email account.