

Undergraduate Request Form for permission to leave before the end of term

Name:

Degree:

Year:

Date leaving University:

Reason for leaving early:

How you will arrange to receive feedback on your examination results:

How you will make your module choices for next year and notify the School:

I understand that by leaving early I may jeopardise my studies. I have made the arrangements outlined above and I accept the consequences.

Student signature:

Date:

I have spoken with this student and recommend that permission be granted.

Tutor:

Signature:

Date:

I give permission to this student to leave early.

**Dr Robin Stevens
(Deputy Head of School)**

Signature:

Date

These forms must be submitted to the School Office for approval two weeks before the intended departure date and complete with tutors recommendation.