

VOLUNTARY WITHDRAWAL FORM

Students who are considering withdrawing from the Programme are advised to discuss the matter with their Programme Leader or Head of Academics before they make a final decision. Depending upon the reasons the student has for considering withdrawal, the Programme Leader may be able to refer the student to sources of specialist advice and guidance within ESL, including Student Support Officers, SFE support services, the Counselling Service and the meeting with Head of Students' Council or Student Disabilities Officer. Students who wish to discuss the detailed financial implications of withdrawal should be advised to contact student the **Student Finance Office** in the first instance.

Where a student tells a member of academic staff that they are considering withdrawing from the Programme, the member of academic staff should inform the Programme Leader or Head of Academics as soon as possible. Where appropriate, the Programme Leader may either arrange a meeting with the student or contact the student by e-mail to draw their attention to the range of advice, guidance and support that is available.

If a student decides to withdraw, he or she should complete a 'Notification of Withdrawal' form, and submit it to their Administration.

Either the student or school will then inform the Student Loans Company, the relevant local authority or Student Finance England immediately. The finance department will determine the tuition fees/relevant charges and the learner will speak to the finance officer and pay/make an arrangement for the outstanding fees.

I have understood and accept the above terms and conditions.

Customer/Student signature:

Date

Notification of Voluntary Withdrawal Form

You must complete this form and email to ESL admission team in 14 days from the acceptance of your offer and you will not be charged; however, if you are withdrawing after 14 days, there is a charge and speak to the finance team of ESL regarding the charge.

Please include your Full name, Student ID/Reference Number, and the name and details of the course that you want to cancel.

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| To | Elizabeth School of London |
| Email | admission@elizabethschool.com |

I hereby give notice that I cancel the contract with Elizabeth School of London to withdraw from this programme. I give notice to Elizabeth School of London to cancel my enrolment/registration/contract for the sale of the following goods or for the supply of the following services:

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| Placement at ESL (Mention your course title) | |
| Offer that I received (Include the date) | |
| Consumer's Name | |
| Address | |
| Signature of the Customer (required you sending notice on paper) | |
| Date: | |