

Request to withdraw

Institute for Optimum Nutrition

Please ensure that you complete all relevant sections and return the whole form to Academic Administration Department (academicadmin@ion.ac.uk). You should not serve this notice on your Module Coordinator or Level Leader.

Section A: Student details

Student number	
Student name	
Course	
Date of withdrawal	

Section B: Reason for withdrawal

Reason(s) for requesting withdrawal are (please tick all options that apply to you):

Health

Financial

Domestic (family / personal)

Study / Academic issues

Work / Professional

Transferring to another institution

Other – please specify in the box below

Not prepared to say

Section C: Refund due / fees owed

FOR OFFICE USE ONLY – Please do not make any changes to this table

Refund due	Fees owed	Not applicable
Amount due:		

Please fill the below out only if you have been informed you are eligible for a refund (above).

Name of bank	
Bank sort code	
Bank account number	

Section D: Withdrawal confirmation

Before submitting this form, please read the following:

- Your withdrawal will be actioned upon immediate receipt of this form.
- Any refund or fees owed are displayed above and would have been previously discussed with you by the Academic Administration Department.
- All fees owed must be paid within 10 working days of receipt of this form. If you cannot pay the amount in full, please contact us to arrange payment by instalments and set up a direct debit.
- If you decide to re-join the course at a later date, you will need to start the application process again; in this case the full course fee and registration fee will be payable.

I have read and understand the above. I also understand the implications and rules (in the Regulations Handbook and Student Agreement) regarding the choice(s) that I have made.

Name	
Date	
Signature	

Please email to the Academic Administration Department, academicadmin@ion.ac.uk, and keep a copy of the application for your own records.