

# Permanent Voluntary Withdrawal Process



A Permanent Voluntary Withdrawal is where a student chooses to withdraw permanently from their studies at Heriot Watt University. You can find the University's Withdrawal Policy statement [here](#). Any student may withdraw permanently from the University at any point in the year, for reasons which may include personal, academic, financial or professional reasons.

Before withdrawing from the University, you are strongly advised to discuss your decision with your [personal tutor/student advisor](#)/research supervisor, or with [Student Wellbeing Services](#), to discuss your possible implications of withdrawal, to ensure that you are aware of any possible alternatives to withdrawal.

After that, and if you are sure that you wish to withdraw permanently from your programme at the University, please complete the [Withdrawal form](#) and return to the email address shown on the form.

## Things to check:

- The funding implications if you leave, including, but not restricted to:
  - Fees, and any applicable refund
  - Student loans and grants
  - Bursaries and scholarships
  - Future funding, repeating years/starting again
  - Financial Sponsorship
- If you are an international student and hold a visa, you should check what the visa implications will be if you decide to take a break or leave Heriot Watt University. Please seek advice from the relevant [International students support team](#)
- If you are in University accommodation, please contact the [accommodation office](#) on your campus to discuss withdrawing from your accommodation contract.
- If you are living in rented accommodation, you should check your lease agreement and speak to your landlord to find out what charges you would be liable for when you leave.
- Follow the procedures for permanent voluntary withdrawal and fill in the [Withdrawal form](#)
- Check your online results to determine whether you are entitled to any academic credit or an [Exit Award](#)
- Make sure you return any University equipment, materials, books, ID cards, parking permit etc.

## Withdrawal Process

- If you have decided to leave the University you should contact your personal tutor or student advisor so you can complete the [Withdrawal form](#)
- It is important that you inform us as soon as possible of your wish to leave the University so that we can inform Student Finance England/Wales/Northern Ireland, SAAS or any other sponsor. The timing of your withdrawal may also affect any tuition fee refund, check with our [Finance contacts](#).
- The date of withdrawal will be the date stated on the withdrawal form. We will not, normally, accept a significant period of backdating of applications to Permanently Voluntarily Withdraw from the University (i.e. where the difference between the date of withdrawal and the date that the form is submitted is significant) but this can be reviewed on a case-by-case basis.
- If you decide to leave, we would like to hear from you about why you made that decision and if there is anything you feel the University could have done to help you. This information is valuable to us as it helps us to work on improving the student experience at Heriot-Watt and, if necessary, putting right anything we are getting wrong.
- We are happy for you to speak frankly to us and anything you say will be treated in confidence. You can e-mail us your feedback at [ThinkingofLeaving@hw.ac.uk](mailto:ThinkingofLeaving@hw.ac.uk)

## Related documents

[Withdrawal form](#)

Refund policies – [UK](#), [Dubai](#), [Malaysia](#), [Online](#)

Readmission policy – [Regulation A3, 10](#)

Compulsory Withdrawal Policy – [Regulation A4, 6.3](#)

## Heriot Watt University Policy Statement – Permanent Voluntary Withdrawal

*Approved at the University Committee for Quality & Standards on the 6<sup>th</sup> March 2025*

A permanent voluntary withdrawal (PVW) is where a student chooses to withdraw permanently from their studies at Heriot Watt University. Any student may withdraw permanently from the University at any point in the year, for reasons which may include personal, academic, financial or professional reasons.

Before applying to withdraw, students are strongly advised to consult their Personal Tutor/Student Advisor/Supervisor and to consider the implications of withdrawal from the University.

University Regulations [Ordinances and Regulations - Heriot-Watt University](#), Regulation A4, section 8, outlines the process a student who intends to withdraw from their Programme of Study should follow.

The withdrawal process is initiated by the submission, by a student, of a University Withdrawal Form [Withdrawing from the University - Heriot-Watt University](#)

This policy covers the Permanent Voluntary Withdrawal process and is separate from the Compulsory Withdrawal process which applies where a student is withdrawn by the University for the following reasons:

Non-attendance.

Student visa non-compliance.

Student conduct.

Failure to enrol for the next stage of study