

Suspending or Withdrawing from your Studies

At some point during your University career you may find that you need to suspend or withdraw from your studies. It is important to talk about your decision and there are many Support Services available that you can access when making your decision.

In particular you should talk to:

- Your academic department. Your Academic Adviser (personal tutor) will be able to meet with you to talk through your choice
- [The University Counselling Service](#). If you are struggling to settle in to University life or you have difficult personal circumstances or issues, it may help to talk them through confidentially with the Counselling Service
- [The University Career Service](#). Speaking to a careers adviser can help you decide whether suspending or withdrawing would be the best for you and your future and what other options are available to you
- Liverpool Guild of Students Advice Team. You can also come and speak to a Guild Adviser who can talk through your decision and the process of suspending or withdrawing from studies
- [International Support Team](#). If you are an international student you should also speak to the International Support Team for advice on what will happen to your Visa if you suspend or withdraw

When you are making your decision you also need to be aware that suspending or withdrawing from your studies will have an impact on your tuition fees and accommodation fees. A Guild Adviser can offer guidance if you are unsure.

How to suspend

If you decide to suspend your studies, you will need to complete a [“Suspension of Studies” Form](#). You will need to include your date of suspension, reason of suspension, and the date you intend to return to study. Once you have completed the Suspension of Studies Form you need to hand it in to your departmental office (where you would normally hand in assessed work).

If your tuition fees are paid by Student Finance then you will also need inform them that you intend to suspend your studies. You should also speak to Student Finance to make sure you aware of how much of the loan you will be liable to pay back, this will depend on the time of year that you suspend your studies.

You will also need to inform your accommodation provider. Be aware that, depending on the terms of your tenancy agreement, you may be liable to pay rent until the end of your contract. See our [housing advice section](#) for more information.

How to withdraw

If you decide to withdraw from your studies, you will need to complete a [“Withdrawal from a Taught Programme” form](#). You will need complete this form and be sure to include the date and reason for your withdrawal. Hand in the completed form to your departmental office (where you would normally hand in assessed work).

If your tuition fees are paid by Student Finance then you will also need inform them that you intend to withdraw from study. You should also speak to Student Finance to make sure you aware of how much of the loan you will be liable to pay back, this will depend on the time of year that you withdraw from study.

You will also need to inform your accommodation provider. Be aware that, depending on the terms of your tenancy agreement, you may be liable to pay rent until the end of your contract. See our [housing advice section](#) for more information.