

If you are thinking of leaving or changing course or applying to another university, this leaflet will help you to obtain appropriate advice and support in making a decision about your future career or programme of study.

***First of all, don't just drop out, talk to someone. The University does not want to lose you and will do all it can to assist if you are experiencing difficulties.***

### **Why do I want to leave?**

Many students feel unsettled during the first few weeks of coming to university. It may take some time to adjust to being away from home, living with new people, making new friends – have a look at our leaflet 'Living With Your Co-tenants' for some useful advice and tips. Or it may be that you feel that you are on the wrong course, or that you would prefer to be at a different university. Whatever your reasons, it is important to talk your concerns through with someone.

### **Who can I talk to?**

There are a number of people you can talk to depending on what your concerns are.

A first point of contact is your Faculty Student Adviser. You should also be allocated to a Personal Tutor during your first year at undergraduate level – s/he will be able to help you identify the best

sources of assistance. Your Programme Leader will be able to help you think through any academic concerns you may have. The SU Advice Service will give you contact details for all of these people.

Within Student Services:

The **Careers Advisers** are available to offer advice and guidance and to help you look at all your career options, if appropriate.

The **Counsellors** are there to help you work through any personal issues that may be involved in your reasons for thinking of leaving.

The **Money Advisers** will be able to assist you and provide information on many issues relating to finances.

The **Students' Union Advice Service Advisers** are available to any student for information, support and advice relating to any aspect of their time at Anglia Ruskin University. If you need to talk to someone, contact us for an appointment – please see our contact details.

### **What other options are available?**

**Intermitting.** It may be that you are experiencing health or financial difficulties and you may wish to consider intermitting. This means that you can leave your course for a while (up to one year), and resume at a later date, i.e. during the current registration year or at the beginning of the next (keeping any

credits you have already accumulated). Faculty Student Advisers are responsible for arranging periods of intermission and they, along with your Programme Leader, are the people you need to talk to if you are considering this course of action. You will remain a registered student of the University and you will have access to the University's facilities, i.e. the library etc.

**Changing your course or applying to another University** are other options. If you are considering these options, speak to your Programme Leader as soon as possible who will advise you whether this is viable and the steps you need to take.

### **What about the financial implications?**

It is important to think about the financial implications as early as possible.

#### **Fees and Student Loans**

The regulations regarding fees are complex. Seek advice from the Money Advisers in Student Services.

#### **Council Tax**

If you intermit, you will no longer be exempt from Council Tax.

#### **Accommodation**

Check the contractual arrangements for your accommodation with the Accommodation Office.

### **If you do decide to leave or intermit**

If after taking advice you decide to leave Anglia Ruskin University or intermit, there are a number of administrative steps that you need to take.

Intermission must be authorised in writing and it is important that you make sure the 'paperwork' is completed before you leave.

### **Withdrawal/Intermitting Notification Form**

This form is available from your Faculty Student Adviser. It is essential that you complete the form and return it to them as they need to sign it. Please also complete the section of the form giving your reasons for withdrawing as the University is required to submit this information as part of the sector's statistics.

### **Student ID Card and University Equipment**

Please return your SID card, library books and any other equipment that you have borrowed from the University.

**Remember: Deciding to leave university is an important decision and should not be rushed. Ask for help and advice from whatever source(s) you feel comfortable with, but do ASK!**

Anglia Ruskin Students' Union Advice Services:

#### **Cambridge**

Tel: 01223 460008  
E-mail: [cambs.advice@angliastudent.com](mailto:cambs.advice@angliastudent.com)

#### **Chelmsford**

Tel: 01245 258178  
E-mail: [essex.advice@angliastudent.com](mailto:essex.advice@angliastudent.com)

[www.angliastudent.com](http://www.angliastudent.com)

## Thinking of Leaving



**August 2008**

*Information correct at time of publication*