

**Withdrawal - High Level Process Summary:**

**Step 1**

Student wishes to Withdraw

**Step 2**

Student contacts School

**Step 3**

School sends Administrative  
Withdrawal Request to Registry  
via Ivanti

**The following information MUST be included in the Withdrawal Ivanti Request, in the “Additional Comments” Field**

- Subject Header: International Student Unable to Travel – Withdrawal
- Financial Aid / Discount / Scholarship – consideration that these awards require reversing
  - School and/or External Relations to Action
- Stipend:
  - Future Stipend Payments to be ceased
  - Stipend Payments already made? Consideration whether these are to be reversed
    - **Note** if Stipend Payments already paid are to be reversed, this will create a debt on the Student Account where they will owe the monies back to the University – pursued by the University Collections Team

**Step 4**

Registry to process retrospective  
withdrawal as at 01/08/21

**Step 5**

Registry pass to Accounts  
Receivable to process refund of  
credit balance only