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| **Apprenticeship**  **Withdrawal** |

***Please read this page carefully before completing the form on the next page.***

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| **Advice to give to an Apprentice**   * Note that Withdrawal from Study means permanently ceasing your studies on this course at Solent University. * You could consider a break in learning/suspension of studies rather than withdrawing from your apprenticeship. * You can seek guidance from your course leader, or a tutor, or speak to your employer. |
| **Advice to give to an Employer**   * In accordance with Education and Skills Funding Agency (ESFA) Guidelines, it is the employer’s responsibility to notify the training provider of the withdrawal or break in learning for one of their apprentices. * You are advised to review the ESFA rules before completing this form. * Please note that you are responsible for amending the DAS to show this withdrawal. |

[Apprenticeship funding rules and guidance for employers August 2021 to July 2022](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007542/2122_Employer_Rules_Version_1.pdf)  
  
[Apprenticeship funding rules for employer-providers August 2021 to July 2022](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007543/2122_Employer-Provider_Rules_Version_1.pdf)  
  
[Apprenticeship funding rules for main providers August 2021 to July 2022](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007548/2021-07-28_-_2122_Provider_Rules_Version_Version_1.pdf)



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| **APPRENTICESHIP**  **WITHDRAWAL FROM STUDIES NOTIFICATION FORM** | | | |
| **Apprentice Details** | | | | |
| Forename |  | Surname |  | |
| Student Number |  | Date of birth |  | |
| **Course Details** | | | | |
| Please confirm the course(s) from which the apprentice wishes to withdraw. | | | | |
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**Advice**

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| Apprentice has discussed their options with their course leader or a tutor |  |
| Apprentice has confirmed (attach evidence eg. email) that they have discussed with their employer. |  |
| Apprentice has discussed with the Student Hub |  |
| Or … the apprentice has chosen not to seek advice prior. |  |

**Reasons for Withdrawal**

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| Please indicate the Primary reason for withdrawal: | | | |
| 1. Mental Health Issues |  | 11. Non-attendance and fallen too far behind to continue |  |
| 2. Physical Health Issues |  | 12. Left employment |  |
| 3. Health Issues Generally |  | 13. Made redundant |  |
| 4. Financial Issues |  | 14. Transferred to another provider |  |
| 5. Unsatisfactory learning experience |  | 15. Carer Responsibilities |  |
| 6. The course was too hard |  | 16. Change of employment 1 |  |
| 7. The course wasn't what was expected |  | 17. Move to employer to whom Solent does not deliver |  |
| 8. No value in continuing the course |  | 18. Other |  |
| 9. Lack of academic support |  | 19. Unknown |  |
| 10. Lack of support generally |  |  |  |
| 1 – Where the apprenticeship is no longer applicable to the new employment. | | | |
| ***Where form is completed by the Course Leader please include evidence (eg.email) to support reason selected.*** | | | |
| If the apprentice is withdrawing to start a course at another institution, please provide details. | | | |
| Name of institution they are hoping to move to | | | |

**Date of Withdrawal**

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| Last Date of Learning: |  |
| What evidence is being used to support the actual last date of learning?  *Examples could include last class attendance at university, progress review, SOL login or OJT.* | |
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**Agreement of Employer and Apprentice**

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| Please confirm the employer has agreed to this request. |  |
| Please confirm the apprentice is aware of this request. |  |
| ***Where form is completed by the Course Leader w*hat evidence is being used to support these statements?**  *Please attached emails as relevant.* | |
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**Form Completion – This form was completed by:**

|  |  |
| --- | --- |
| Name | Martin Reid |
| Position | Course Leader |
| Email | martin.reid@solent.ac.uk |
| Date |  |

**Once completed, the form must be emailed to:** [**student.registry@solent.ac.uk**](mailto:student.registry@solent.ac.uk)

* Form to be kept in the Apprentices Evidence Pack

**STUDENT REGISTRY ACTION**

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|  | Action | Date | By Whom |
| 1 | Withdrawn from QUERCUS. Incl. any trailing units. |  |  |
| 2 | HESA Code updated |  |  |

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| 3 | Does the student live in Solent Halls? |  |

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| 4 | Are they an international student who requires a VISA? |  |

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| --- | --- | --- |
| 5 | Select School to be informed |  |

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| 6 | School, TAR, Solent Futures & Learning Technologies informed. |  |  |

**STUDENT REGISTRY FEE ADJUSTMENTS & APPROVAL**

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|  |  | % | Amount | Date | By Whom | Notes |
| A | Student |  |  |  |  | As per guidelines |
| B | Student Funding Body |  |  |  |  | As per guidelines |
| E | Registration Fees |  |  |  |  | Not normally refunded |
| F | Professional Body Endorsement |  |  |  |  | As per guidelines |

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| Is a credit due? |  |

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| 7 | Letter sent to Apprentice confirming withdrawal and reason. |  |  |

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| 8 | ILR Updated |  |  |

**Evidence**

Copy evidence into space below or attach separately.