Date:

Student Number:

Dear

**NOTIFICATION OF DE-REGISTRATION**

I am writing to confirm the details of de-registration from your programme of study as follows:

**Programme of Study:**

**Last Day in Attendance:**

**Reason for Deregistration:**

Please refer to the following documents in the TQA Manual as follows: Statement of Procedures: Periods of study and Changes to Registration Status for Graduate Research Students: <http://admin.exeter.ac.uk/academic/tls/tqa/Part%207/7Gpgrregproc.pdf>

**International Students with TIER4 Visa:**

If you are an international student with a TIER4 visa, de-registration can have serious immigration implications. The University is required to report your de-registration to UK Visas and Immigration and your visa will be cancelled. To avoid overstaying illegally in the UK, you must return home as soon as possible or immediately make a fresh application for leave to remain in the UK.

**Re-instatement:**

Should you wish to request a re-instatement of your registration at a later date please see section 11 of the above Statement of Procedures. Re-instatement is not automatic and we will take account of your circumstances, the resources available within the College and the academic feasibility of continuing study after a prolonged absence.

You have the right to appeal the decision and the University appeals procedure can be found online, here: <http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/appeals/>.  Please note that you should use the relevant form under section 6.1 of the above procedures and it must be received by the College Pro-Vice-Chancellor or College Registrar within 10 working days of receipt of this letter.

Your University IT account will continue to operate for at least 10 working days in case of appeal but please note that it will be closed after this period if no appeal is received.

The Students’ Guild Advice Unit is available to offer advice and support and can be contacted by telephone at 01392 723520 or by email at advice@exeterguild.com.  You will also find details of the University’s Support Services at: <http://www.exeter.ac.uk/students/services/>.  May I take this opportunity to wish you well for the future.

Yours sincerely

PGR Administrator

cc: PGR Administration

 Accounts Receivable

 International Student Support Office (if applicable)

 Accommodation Office (if applicable)