

Submitting a formal withdrawal from studies form

This form must be completed by any student choosing to withdraw permanently from studies at SAERA. By submitting this form, you are formally instructing the School to process your permanent withdrawal from studies.

Advice

We strongly encourage you to discuss your intention to withdraw with your Studies Coordinator, who can provide support and advice on your situation. In some cases, there may be alternatives to permanently withdrawing from the Programme that you may wish to consider, for example requesting to take an Authorised Interruption of Study for a period ([interruption of studies form](#))

Submitting this form:

To confirm your intention to withdraw please email this completed form to the Administrative Department (admin@saera.eu)

Note:

If you withdraw and later wish to return, you will have to re-apply for admission so using the school's normal admission procedures and you may not necessarily be accepted. Refunds of fees for the current academic year are subject to completion of this withdrawal form.

Fee refund policies

The refunds set out below assume that the tuition fee has been paid in full. Where tuition fees have not been paid in full, a student will still be liable for any outstanding tuition fees following withdrawal in accordance with this policy.

Master Programme		Expert Programme	
REFUND	PERIOD	REFUND	PERIOD
All fees – 300€ deposit	Withdrawal within the first 7 days from enrolment	All fees – 300€ deposit	Withdrawal within the first 7 days from enrolment
66% refund	Withdrawal on or before the 2 nd month from the programme's start date	66% refund	Withdrawal on the 1 st month from the programme's start date
33% refund	Withdrawal on or before the 5 th month from the programme's start date	33% refund	Withdrawal on the 2 nd month from the programme's start date
0% refund	Withdrawal on or after the 6 th month	0% refund	Withdrawal after the 3 rd month

WITHDRAWAL FROM STUDIES FORM

Please complete this form if you wish to withdraw from your studies. The form must be returned to admin@saera.eu. Before submitting this form, please make sure you have spoken to your Studies Coordinator to ensure that all options have been discussed. Please read the guidance notes attached to this form before completing it.

Student's FULL NAME			
Student ID Number			
Programme of Study			
Address for future correspondence			
Email		Phone Number	
I wish to withdraw from this date:			
Note: It cannot be a past date			

Note: The date you withdraw can have a significant effect on the amount of money you may need to pay for your tuition fees and on the amount of any fee refund you may be eligible for.

Please select the checkbox to acknowledge the following: I have sought academic advice from my Programme Coordinator and I have also read the implications my withdrawal as shown in the [Fees Policy](#). I accept that, if I re-apply for study at SAERA, I must do so using the school's normal admission procedures and I may not necessarily be accepted. Sponsored Students: I understand that the School will notify my sponsors of my discontinuation of studies. ☐