

Withdrawals guidance

Please read the general guidance on the [Change of Circumstances page](#) before continuing. The Withdrawal Form can be found at the link at the bottom of the page, but you are strongly advised to read the guidance first.

If you want to withdraw from your programme, you should complete the form using the link at the bottom of this guidance. This form applies to MPhil/PhD/Visiting Research students only. Please note that your department (your supervisor, programme director and PhD manager) will be able to view your form.

If you hold a student visa the UKVI will be notified of your withdrawal and cancel your visa. Therefore, it is important that you contact the [Student Advice and Engagement Team](#) before you submit the form. The form will ask you to provide details of when you are leaving the country. If that is unknown at the time of submitting the form, then you will need to confirm with the PhD Academy once your departure is confirmed.

If you are in receipt of School funding or funding from AHRC/ESRC then [please contact the Financial Support Office](#) to discuss your situation.

Confirmation of your withdrawal will be sent to you by e-mail.

The Fees office will be notified of your withdrawal and will amend your fee accordingly. Fees are charged pro-rata up to the week that you notify the PhD Academy of your withdrawal.

Your LSE ID card will be cancelled within two weeks of the withdrawal request being processed.

Advice on this process is available from the PhD Academy team. You can contact a member of the team by submitting an [enquiry form](#).

The Withdrawal Form can be accessed through the [online portal](#).

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