

Withdrawal Email Template

Date: 10 June 2026

Last amended by: Tim Johnson

Overview

This template should be used when formally notifying a student of their withdrawal from a TSE postgraduate programme. It covers withdrawal following failure to return from intermission, as well as voluntary withdrawal. Adapt the highlighted sections as appropriate to the individual circumstances.

Placeholders are shown in [square brackets]. Remove all placeholder text before sending.

Template

Subject line

[Student first name] — Withdrawal from [Programme name]

Email body

Dear [Student first name],

I am writing to confirm that you have been withdrawn from the [Programme name] programme at ThinkSpace Education, with effect from [date].

I want to make sure you are clear on what this means.

Withdrawal is a full deregistration from your programme. You are no longer enrolled as a TSE student, and your student status has ended. Your access to the VLE and all TSE course materials will be removed on [date] / has been removed.

[Where withdrawal follows failure to return from intermission, include the following paragraph:]

As you will be aware, we made several attempts to contact you ahead of your scheduled return date of [date] and were unfortunately unable to reach you. In line with our Intermission Policy, we have now formally withdrawn you from the programme.

If you wish to return to study in the future, you are welcome to submit a new application. Please be aware that any new application would be assessed under the admissions process, programme requirements, and fees in force at the time, and would be subject to our standard admissions criteria. Modules completed prior to withdrawal do not carry forward automatically, although you may be able to apply for Recognition of Prior Learning (RPL) as part of a new application.

If you have any questions about this, or if you believe there has been an error, please do not hesitate to get in touch.

We wish you all the best.

Kind regards,

Tim Johnson

Head of Postgraduate Education