

7. WITHDRAWAL OF YOUR APPLICATION

The University will treat your application as having been withdrawn in the following circumstances:

- you notify your line manager in writing (or email) that you wish to withdraw your application;
- if you have failed on one or more occasions to attend a meeting to discuss your application (or to hear your appeal) without reasonable cause;
- if you have refused to provide information required in order to assess whether or not your request should be granted without reasonable cause

Should any of the above circumstances apply, your line manager will write to you to confirm that your application is deemed to be withdrawn and that no further action will be taken. A copy of this outcome will be held on your personal file.