## INTERRUPTION OF STUDIES FORM

## This form must be completed where a student wishes to request an interruption of studies.

An interruption of studies is defined as an approved, temporary break in a student’s study during which the student is not required to engage with their studies.

Normally the maximum period of time that you may interrupt in total for any award is **12 months for full-time students** and **24 months for part-time students**. However, your period of interruption may exceed this since you will normally be required to align your return to studies with the time of your original intake. Normally, the minimum period of time that you may interrupt is **three months**.

**Please remember that you do not have the automatic right to interrupt your studies.**

You should complete sections 1 to 5 of the form, ensuring that you provide independent evidence to support your application. You should then arrange for your **Programme Manager** **(or nominee)** to complete sections 6 and 7. The completed form should be sent to the Academic Office for a final decision **only after all sections have been fully completed**.

**Please read the guidance notes at the rear of this form and ensure that ALL sections of the form are completed.**

**The interruption of studies may have implications for your fees and may affect any funding you receive in the future, therefore you will need to contact Student Services’ Money Support Team (in Wales) or Campus Finance Team (in Birmingham or London) or equivalent at a Collaborative Partnership Institution for advice before submitting your application. Further guidance can be found at:**

[**https://uwtsd.ac.uk/finance/withdrawing-or-interrupting-your-studies**](https://uwtsd.ac.uk/finance/withdrawing-or-interrupting-your-studies)

The Academic Office will inform you of the final official decision on your request via email.

**You must not assume that your request has been approved until you receive formal notification of the decision from the Academic Office.**

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| The fully completed form with your supporting evidence should be emailed to: [**aocases@uwtsd.ac.uk**](mailto:aocases@tsd.uwtsd.ac.uk) |

**The University will provide you with an outcome on your request by email; therefore it is important that you check your University and personal email accounts regularly.**

**This form is available electronically from the Academic Office web pages:** <http://www.uwtsd.ac.uk/academic-office/>

**1. Student details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student name: |  | | | |
| Student number: |  | | | |
| Address: |  | | | |
| Telephone number: |  | | | |
| E-mail address: |  | | | |
| Programme of study: |  | | | |
| Level of study: |  | | | |
| Current mode of study: | Full-time | Part-time | | Distance learning |
| Institute: |  | | | |
| Campus: |  | | | |
| Any previous interruption of studies?: | Yes | | No | |
| If “Yes”, please give dates and grounds for previous interruption: |  | | | |

**2. Grounds for request of interruption of studies:**

|  |  |
| --- | --- |
|  | **Health/Medical**  Please provide a medical certificate or letter or email from your doctor, consultant or other healthcare professional. |
|  | **Maternity, paternity or adoption leave**  Please provide a MAT B1 form, birth certificate or confirmation of adoption from an independent source. |
|  | **Compassionate (including bereavement)**  Please provide a supporting letter from an independent source (e.g. death certificate for bereavement). |
|  | **Financial**  Please provide appropriate independent evidence demonstrating your financial difficulties or lack of funding/sponsorship. |
|  | **Exceptional Professional Commitments**  Please provide a letter or email from your employer. |
|  | **Opportunities which contribute to academic development**  Please provide appropriate independent evidence. |
|  | **Exceptional circumstances outside your control that seriously compromises your ability to continue with your studies**  Please provide appropriate independent evidence. |

**3. Concisely explain why it is necessary to request an interruption:**

|  |
| --- |
|  |

**4. Verifiable independent documentary evidence:** List the documentation which you have attached in support of your request. Please note that the Academic Office will **NOT** seek evidence on your behalf – **it is your responsibility to provide this as part of your application**. It is your responsibility to provide a translation undertaken by an accredited translator for any material not in English or Welsh – untranslated documents will not be considered.

**Please do not attach photos of a graphic nature such as injuries or body parts which will not be accepted – only verifiable independent documentary evidence is required.**

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| *If you are still awaiting evidence, you should indicate the expected date this will be submitted.* |

5. Proposed Dates of Interruption of Studies – All dates are provisional until verified by the Academic Office in accordance with the University’s Mitigating Circumstances Policy as follows:

Start Date:

* Where an application for an interruption of studies is received by the Programme Manager (or nominee) **before the start of a Semester/Term/Block**, the interruption, if approved, will be applied from the date of the beginning of the next Semester/Term/Block.
* Where an application for an interruption of studies is received by the Programme Manager (or nominee) **after the start of the Semester/Term/Block**, the interruption, if approved, will be applied from the date the completed application was received by the Programme Manager (or nominee).
* An interruption of studies cannot normally be applied retrospectively unless compelling independent evidence is provided and full support given by the Programme Manager (or nominee) with genuine reasons as to why your request was not submitted in a timely manner.
* Normally, the minimum period of time that you may interrupt is **three months**. If an interruption of studies is requested for a period of less than three months, it will normally be considered as an indication that you wish to apply for extenuating circumstances and you will be directed to the appropriate regulations.

**Return Date:**

* A date for return to studies must be agreed with your Institute at the time the interruption is requested. Normally you will be required to align your return to studies with the time of your original intake. For example, if you started on your programme in September 2024, you would normally be required to re-enrol at the appropriate point as if you restarted in September 2025. If you had completed all of Term 1, and interrupted in Term 2, you would return in Term 2. If you had not completed Term 1, you would normally return at the start of Term 1.

|  |  |
| --- | --- |
| **Original start date on programme:** |  |
| **Planned last day of attendance:** |  |
| **Proposed start date for interruption:** |  |
| **Intended return date:** |  |

**Once you have completed the above sections, you should sign this form and then send it to your Programme Manager (or nominee)** **and ask them to complete sections 6 and 7. You should NOT submit this form to the Academic Office unless sections 6 and 7 have been completed by the appropriate member of staff.**

**PLEASE NOTE: YOUR APPLICATION WILL NOT BE PROCESSED UNLESS ALL SECTIONS HAVE BEEN FULLY COMPLETED AND SUPPORTING EVIDENCE IS PROVIDED.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please tick this box to confirm that you have discussed your application with Student Services’ Money Support Team (in Wales) or Campus Finance Team (in Birmingham or London) or equivalent at a Collaborative Partnership Institution and that you are aware of the financial implications of your interruption of studies.** | | | |  |
| The information which I have provided is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to the relevant Examiners and officers of the University who are responsible for considering mitigating circumstances. I also understand that this request for mitigating circumstances will be kept on my University record. **Submitting a false request or false documentation is a serious matter and would be regarded as an attempt to gain unfair advantage. This would be an academic offence and would be dealt with under the Academic Misconduct or Non-Academic Misconduct Procedures. The University reserves the right to check on the validity of any document(s) you submit or statements you make in this request.**  **By typing your name in the box below you are signing this form electronically.** | | | | |
| **Signature of Student:** |  | **Date:** |  | |

**6. Programme Manager (or nominee) consideration of request:**

|  |  |
| --- | --- |
| **Date application received from student:** | |
| **Supported** | **Not Supported** |
| *The Programme Manager (or nominee)* ***MUST*** *provide a statement that shows that the situation has been evaluated and whether or not the request is supported. If the student has requested their application to be applied retrospectively and this is supported by the Programme Manager (or nominee), an explanation must be given detailing why the form was not submitted in a timely manner.* | |
| Conditions for return to studies *(if appropriate)*: | |

**By typing your name in the box below you are signing this form electronically.**

|  |  |
| --- | --- |
| Name of member of staff: |  |
| Signature: |  |
| Date: |  |

7. Is proposed interruption partway through a level of study?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | | | | |
| **Yes** | | | | |
| If “Yes”, list all modules in the level which the student will already have started/completed at the proposed start date for the interruption of studies, noting the status of each assessment component for each module. If a component has been completed, indicate whether the mark obtained will be carried forward (subject to availability of the module on return). Where a student will repeat a whole module, marks for individual components cannot be carried forward. | | | | |
| **Module Code** | **Assessment Component** | **Weighting** | **Completed** | **If complete – mark to be kept** |
|  |  |  | Y / N | Y / N / N/A |
|  |  |  | Y / N | Y / N / N/A |
|  |  |  | Y / N | Y / N / N/A |
|  |  |  | Y / N | Y / N / N/A |
|  |  |  | Y / N | Y / N / N/A |
|  |  |  | Y / N | Y / N / N/A |
|  |  |  | Y / N | Y / N / N/A |
|  |  |  | Y / N | Y / N / N/A |
|  |  |  | Y / N | Y / N / N/A |
|  |  |  | Y / N | Y / N / N/A |

Note: If the proposed start date for the interruption of studies is at the end of the level of study, details of modules studied do not need to be recorded.

### GUIDANCE NOTES FOR STUDENTS CONSIDERING AN INTERRUPTION OF STUDIES

Please note that students do not have the automatic right to interrupt their studies; a request to interrupt studies must be made to the Academic Office using this form.

**The interruption of studies may have implications for your fees and may affect any funding you receive in the future, therefore you will need to contact Student Services’ Money Support Team (in Wales) or Campus Finance Team (in Birmingham or London) or equivalent at a Collaborative Partnership Institution for advice before submitting your application. Further guidance can be found at:** [**https://uwtsd.ac.uk/finance/withdrawing-or-interrupting-your-studies**](https://uwtsd.ac.uk/finance/withdrawing-or-interrupting-your-studies/)

You must also discuss your intention to interrupt your studies with your Academic Support Tutor, Programme Manager (or nominee) and relevant members of staff in your Institute (or Collaborative Partnership Institution). International students must contact the Post-Enrolment section of the International Registry at: [Post-EnrolmentMatters@uwtsd.ac.uk](mailto:Post-EnrolmentMatters@uwtsd.ac.uk) (or equivalent at a Collaborative Partnership Institution) before making a final decision, as this may have implications with regards to immigration status.

***Sections 2, 3 and 4 – Grounds, explanation and evidence***

You must make sure that the grounds for interruption are clearly marked, that you provide a brief explanation of why it is necessary to interrupt your studies and that independent evidence is provided to support your application. Incomplete applications will not be approved.

***Section 5 – Dates***

You should indicate your original start date on the programme, the planned last day of attendance, the proposed date you wish the interruption to start and the date which you intend to return to studies. **Please note that all dates are provisional until verified by the Academic Office in accordance with the University’s Mitigating Circumstances Policy as follows:**

**Start Date:**

* Where an application for an interruption of studies is received by the Programme Manager (or nominee) **before the start of a Semester/Term/Block**, the interruption, if approved, will be applied from the date of the beginning of the next Semester/Term/Block.
* Where an application for an interruption of studies is received by the Programme Manager (or nominee) **after the start of the Semester/Term/Block**, the interruption, if approved, will be applied from the date the completed application was received by the Programme Manager (or nominee).
* An interruption of studies cannot normally be applied retrospectively unless compelling independent evidence is provided and full support given by the Programme Manager (or nominee) with genuine reasons as to why your request was not submitted in a timely manner.
* Normally, the minimum period of time that you may interrupt for is **three months**. If an interruption of studies is requested for a period of less than three months, it will normally be considered as an indication that you wish to apply for extenuating circumstances and you will be directed to the appropriate regulations.

**Return Date:**

* A date for return to studies must be agreed with your Institute at the time the interruption is requested. Normally you will be required to align your return to studies with the time of your original intake. For example, if you started on your programme in September 2024, you would normally be required to re-enrol at the appropriate point as if you restarted in September 2025. If you had completed all of Term 1, and interrupted in Term 2, you would return in Term 2. If you had not completed Term 1, you would normally return at the start of Term 1.

Normally the maximum period of time that you may interrupt in total for any award is **12 months for full-time students** and **24 months for part-time students**. However, your period of interruption may exceed this since you will normally be required to align your return to studies with the time of your original intake.

***Sections 6 and 7 – Completed by Programme Manager (or nominee)***

You must ask your Programme Manager (or nominee) to complete sections 6 and 7 of this form before it is submitted to the Academic Office. Your Programme Manager (or nominee) must provide a statement indicating whether or not they support the request, provide details of the plans and any conditions and the appropriate point of return to studies. If you have requested your application to be applied retrospectively and this is supported by your Programme Manager (or nominee), an explanation must be given detailing why the form was not submitted in a timely manner. The Programme Manager (or nominee) must clearly indicate whether any partial or full credit already gained will be carried forward or forfeited in section 7 of the form.

The completed form should be sent to the Academic Office for final approval and determination of actual dates of interruption of studies in cases where the request is approved.

***Funding Issues***

You must consult with Student Services’ Money Support Team (in Wales) or Campus Finance Team (in Birmingham or London) or equivalent at a Collaborative Partnership Institution as well as your funding provider to obtain a clear understanding of the funding implications before interrupting studies. The University is not able to guarantee the resumption of any external grant or loan. You should be aware that you would normally be charged fees as set out in the University’s Financial Regulations for any attendance during the term in which you interrupt your studies. . If you interrupt studies and then return to repeat a period of study you will be charged the appropriate tuition fee for the repeated period of study. Further guidance can be found at: [https://uwtsd.ac.uk/finance/withdrawing-or-interrupting-your-studies](https://uwtsd.ac.uk/finance/withdrawing-or-interrupting-your-studies/)

***Benefits***

Your student status may affect benefits for which you can apply. If you live in the UK, you may not be entitled to Council Tax exemption whilst you are on an interruption of studies.

***Implications for the immigration status of overseas students***

If you are an overseas student and have student leave to remain in the UK, an interruption of studies will have serious implications for your immigration status and you will not be permitted to remain in the UK for the duration of the interruption of studies. You must discuss about the potential impact of this on your visa with the Post-Enrolment section of the International Registry prior to submitting your application.

***University Facilities***

Please be aware that students who have interrupted studies are **not entitled** to use the following services:

* University’s IT Services;
* University’s Library and Learning Resources;
* UWTSD Students’ Union.

Students who have interrupted their studies will still have access to their University email account.

***If you are not satisfied with the decision***

If you are dissatisfied with the decision made on your request for an interruption of studies, you may request that the decision be reviewed by completing the **Request for Review of Outcome Form (Appendix SC11)** and submitting this to the Academic Office, to be received not later than 14 days after the notification of the decision. Please see section 25 of the University’s Mitigating Circumstances Policy for details of the procedures for requesting a review of the decision and the grounds on which a review may be requested.

Further information can be found in the University’s Mitigating Circumstances Policy at:

<https://www.uwtsd.ac.uk/about/academic-office/academic-quality-handbook>

**THIS DOCUMENT IS ALSO AVAILABLE IN WELSH**