

Student Hub Stamp:

Taking a Break from your Studies

(Prior to enrolment)

PERSONAL DETAILS		
First name:	Surname:	ID Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

COURSE DETAILS	
Course Title:	Undergraduate/Postgraduate <i>(please circle)</i>
Level of Study: <i>(eg. Level 1, 2, 3,4)</i>	Full Time/Part Time <i>(please circle)</i>

Taking a Break from your Studies

If you wish to take a break in your studies **after** the completion of an academic year and **before** formally re-enrolling for the forthcoming academic year, you need simply advise the University of the period requested:

- Students principally studying on a year-long structure can take a break for a year but not a semester;
- Those principally studying on a semester-based structure may take a break for a semester or a year (assuming that there are no academic impediments to this, such as the course/modules not running on their return)

If you are publicly supported (i.e. you receive SLC funding support) please seek advice from our Student Money and Accommodation Advice team (SMAA) prior to submitting your request as your decision might impact upon your future funding entitlement and support. Please email: SMAA@londonmet.ac.uk or contact your Student Hub for an appointment with the SMAA team.

If you are a Tier 4 student, a break from your studies will have immigration implications. Therefore you must seek advice from the International Student Advice Team before making your decision. Please email: adviceinternational.studentservices@londonmet.ac.uk

The maximum period permitted for a break in studies is one year. An exceptional request for a second year will be presented to the Head of Academic Services for consideration. The maximum period of registration for all courses includes all approved breaks in study:

- the maximum period in which to qualify for an Honours degree (including any agreed breaks) is six years;
- the maximum period in which to qualify for a Postgraduate degree (including any agreed breaks) is three years.

Please submit your completed form to your Student Hub

Requested start date of break from studies: /..... /.....*

Requested end date when you expect to return to study: /..... /.....

** If you have not enrolled for the new academic year the start date will be the first day of the forthcoming semester/academic year.*

Reason for break from studies (please tick appropriate box)

Financial Academic Domestic Health Professional Employment

Please sign below:

I confirm that I have read and understood the guidance relating to my request to take a break from my studies.

Signed: Date: /..... /.....