

Student Hub Stamp:

# Taking a Break from your Studies

(Prior to enrolment)

<b>PERSONAL DETAILS</b>		
First name:	Surname:	ID Number <div style="display: flex; justify-content: space-around; align-items: center;"> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> </div>

<b>COURSE DETAILS</b>	
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 Advice, Information and Funding Service (AIFS) based in Student Services prior to submitting your request as your decision might impact upon your future funding entitlement and support. Please email: [advice.studentservices@londonmet.ac.uk](mailto:advice.studentservices@londonmet.ac.uk) or contact your Student Hub for an appointment with the AIFS 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@londonmet.ac.uk](mailto:adviceinternational@londonmet.ac.uk)

**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 should be the first day of the forthcoming semester/academic year i.e. 28 September 2015*

Reason for break from studies or exceptional change to programme of study request\* (please tick the 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: ..... / ..... / .....