

Taking a Break from your Studies

(Once you have enrolled)

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 are considering taking a break from your studies **whilst you are enrolled**, you need to seek:

- financial advice - if you are publicly supported (i.e you receive SLC funding support) any break in studies will count as a year of student funding and you may not be entitled to benefits in the period you are not studying, please seek advice from our Student Money and Accommodation Advice (SMAA) team based in Student Services. Email: SMAA@londonmet.ac.uk or contact your Student Hub for an appointment with the SMAA team.
- academic advice from your Course Leader - to ensure that there are no academic impediments which could impact upon your return to studies.
- 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

You should note that during an approved break you will not be eligible to sit examinations, submit coursework or undertake any other form of assessment.

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.

Submission deadlines:

If you wish to Take a Break from your Studies (once you have enrolled) you must submit your completed form by:

- For September starters: 31 March
- For February starters: 30 June
- If you are encountering difficulties after these deadlines, please contact your Student Hub who can advise on the support and options available to you.

Refund entitlements for full time Undergraduate students:

- Requests received by 31 December for September starters (and 31 March for February starters) will attract a 75% refund.
- Requests received by 31 March for September starters and (30 June for February starters) will attract a 50% refund
- If you are a part-time Undergraduate student or a Postgraduate student you should consult the University's Fees Policy in respect of any refund you may receive if you choose to take a break in your studies.

The Full University's Tuition Fee Policy is available here:

<http://student.londonmet.ac.uk/media/london-metropolitan-university/london-met-documents/professional-service-departments/university-secretarys-office/students/general-student-regulations/2017-18-gsrs/2017-18-GSR05---Fees-and-Bursaries-Regulations.pdf>

If you leave without prior approval you are at risk of being deemed to have withdrawn from your course and, as such, not allowed to recommence at a later date. You may also be liable for the full tuition fee payment.

If you have any queries about this process please contact your Student Hub
Please submit your completed form to your Student Hub

SECTION A

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

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

SECTION B

Reason for break from studies * (please tick the appropriate box)

Financial Academic Domestic Health Professional Employment

* If your request relates to a disability or a health condition (including mental health) the University's Disabilities and Dyslexia Service will be notified. In some cases the University Secretary's Office may require additional medical information before your return from your break in studies can be approved. However if you do not wish any action to be taken as a consequence of disclosing a disability/long-term health (including mental health) condition please sign below.

Signature _____

Please briefly describe your circumstances below which have impacted upon your ability to attend:

Please attach any evidence which supports your request. If you cannot continue elements of the course on health and safety grounds (for example, laboratory sessions whilst pregnant) this should be specified in the request.

If you need further space, please attach additional pages

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: / /

SECTION C

Please seek the following advice, prior to submitting this form

FINANCIAL ADVICE – from the Student Money and Accommodation Advice (SMAA) team (Student Services)

Comments:

Financial Adviser please sign below to confirm the funding factors of taking a break have been discussed:

Signed:.....Printed Name:.....Date:/...../.....

ACADEMIC ADVICE - Course Leader

Comments:

Course Leader please sign below to confirm the academic implications of taking a break have been discussed.

Signed:.....Printed Name:.....Date:/...../.....

INTERNATIONAL STUDENTS ONLY - IMMIGRATION / VISA ADVICE

The signature and comments below confirm I have sought immigration and visa advice from the International Student Advice Team prior to my request to take a break from my studies in respect of immigration and visa factors which may impact upon the completion of my studies.

Comments:

International Student Advice Team please sign below to confirm advice has been sought:

Signed:..... Printed Name:.....Date:/...../.....

Office use only
Processed Date:
Initials _____