

# Taking a Break from your Studies

(Once you have enrolled)

<b>PERSONAL DETAILS</b>	
<b>First name:</b>	<b>Surname:</b>
<b>ID Number</b>	
<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"/>	
<b>COURSE DETAILS</b>	
<b>Course Title:</b>	<b>Undergraduate/Postgraduate</b> <i>(please circle)</i>
<b>Level of Study:</b> <i>(eg. Level 1, 2, 3,4)</i>	<b>Full Time/Part Time</b> <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 School Office for an appointment.
- academic advice – contact 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. Email: adviceinternational@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.

### Refund entitlements for Undergraduate and taught Postgraduate students:

If you enrolled in the Autumn Term and take a break from your studies:

- before the start of the Spring Term, then 75% of the Fees shall be refunded;
- before the start of the Summer Term, then 50% of the Fees shall be refunded;
- on or after the start of the Summer Term, then no refund shall be given.

If you enrolled in the Spring Term and take a break from your studies:

- before the start of the Summer Term, then 75% of the Fees shall be refunded;
- on or before the end of the Summer Term, then 50% of the Fees shall be refunded;
- after the end of the Summer Term, then no refund shall be given.

The University's full tuition fee policy can be found in the Fees and Bursaries Regulations here:

<https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/general-student-regulations/>

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 School Office  
Please submit your completed form to your School Office**

**SECTION A**

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

Proposed 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** \_\_\_\_\_  
Last updated: June 2019