

# Application to interrupt your programme of study

## SECTION 1 Guidance

The request to interrupt is approved at the discretion of the University. The University will agree the return date. Interrupting may have an impact. The course may change during the period of your interruption. You may be offered a variation to the course you originally studied.

Students cannot attend or resubmit assessments during the period of interruption.

Students on Primary Education and PGCE programmes will not be allowed to reenrol after an interruption without confirmation that a completed declaration of health has been approved by the Medical Centre .

**International students on a Tier 4 visa need to liaise with the University Compliance Officer before completing this form. International students cannot interrupt for periods of less than one year.**

*Please refer to the published current Taught Degree Regulations (9 - Interruption of study and withdrawal).*

## SECTION 2 Student details

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Student ID number: \_\_\_\_\_ Programme of Study: \_\_\_\_\_

Signature: \_\_\_\_\_ Date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

## SECTION 3 Change requested following discussion with programme convener(s)

Change effective: **From** (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ **Until** (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Revised planned finished date: (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for interruption (*please tick as appropriate*):

Professional  Domestic  Other  (*please specify*): \_\_\_\_\_

Medical  Financial  \_\_\_\_\_

**This form should be handed to your department office to process**

## SECTION 4 Department approval

Programme Convener(s)	Print name clearly	Signature	Date (dd/mm/yyyy)
Programme Convener 1			
Programme Convener 2			

Confirmation of revised planned finish date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### For Registry use only

Date Record changed:

Initials:

### For Compliance Office use only

Approval's date:

Signature: