

GR1b - APPLICATION FOR AN INTERRUPTION TO YOUR STUDIES FORM

SECTION A – To be completed by the student (please print clearly)

Student Name: _____ KU ID: _____

Full Course Title: _____ Level: _____ Date of Birth: __/__/__
e.g. BSc (Hons) Biomedical Science 4 year FT with Foundation

Checklist

You should ensure that you do the following information prior to completing this form:

- Students with NHS Bursaries should contact their Faculty Programme Office for the most appropriate form to complete
- All students should refer to the information on making Interruptions to Studies in the General Regulations – GR1b: Making Changes to Your Enrolment Status
<http://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/>
- All students should contact the [University's Student Life Centre](#) to discuss implications to your fee liability, funding and loan eligibility and any implications to student visas, where this is applicable.
- All students should contact the Union of Kingston Students for any further support:
support@kingston.ac.uk

SECTION B – To be completed by the student and course director (or equivalent)

Students should explain below their rationale for requesting an interruption to their studies. If necessary attach a letter or continue on separate sheet.

Last date of attendance:

Proposed date of return:

Course director (or equivalent) comments:

SECTION C – To be completed by the student

I confirm that I am aware of the implications of interrupting my studies in line with the information provided in Section B above. I am aware that I am required to contact the University one month prior to my proposed date of return in order to make arrangements for my return. Students who fail to re-enrol and do not contact the University to request a further interruption will be automatically withdrawn from their course. I am aware that students will normally be permitted to recommence their studies in line with their agreed date of return, however the key factor in determining if a student may re-commence their studies following an agreed interruption of studies will be the currency of a student's learning as it pertains to the current programme of study. I have noted that changes may be made to the content and structure of my course during the period of interruption, fees and associated costs may increase, and the University's General and Academic Regulations may also change in the interim period.

Student signature:

Date:

SECTION D – To be completed by the course director (or equivalent)

I confirm that I support this student's application for an interruption to their studies in line with the details provided in Section B of this form including the proposed date of return.

Course director (or equivalent) signature:

Date:

SECTION E – To be completed by the Faculty Student Office

Date form received:

Action	Date	Initial
Break/Dormant (delete as appropriate)		
Interruption processed via OSIS		
Confirmation email sent to student		
Confirmation email sent to credit control		
CoC sent to SLC		
Exams notified		
Modules: SMS, SMO updated		
Timetabling		
UKVI		
Other		