

2022/23

This form is for fully enrolled students who wish to interrupt their studies. Interruption of studies is for a period of **one academic year**. **Please read the guidance notes** attached to this form before completing it.

Name		Student ID Number	
Course		Date of birth	
Address		Telephone number	
		Personal email	
Expected date of return			
Are you interrupting for medical reasons?	Yes/No	If you are interrupting for medical reasons, please provide a medical certificate and see further information on page 2	

Completion of module assessments

Where a student commences a period of interruption once a module has started but before completing all the assessment requirements for that module, no credit will be awarded and the student, upon their resumption of studies, will normally be required to re-join at the start of the uncompleted module(s).

Interruption of study normally starts from the date the form is received at the Registry Office. You should not submit your form until you have submitted all assessments you wish to complete during the current academic year.

Signatures

Student			
I have sought academic advice from my Personal Tutor/Course Leader			
Signature		Date	

Complete this form fully and contact your Personal Tutor/Course Leader for academic advice.

- Return the completed form to your Registry Office.
- Return any library materials, otherwise you will be charged for their cost.

Resuming your studies

You will need to notify your Dean in writing when you intend to resume your studies. Notification should be sent to your Registry Office no later than the August preceding your intended date of return.

Fee liability and fee refund policies

Undergraduate Fee Liability		
Period Description	Autumn Enrolment dates for students who enrol in Autumn	Termly Fee Liability for students*
Cooling-Off period From acceptance of an offer until end of teaching week 1	Date of acceptance to the end of teaching week 1	0%
First liability period After Enrolment and before the start of the second term	During the second week During the third week During the fourth week During the fifth week After the fifth week	20% 35% 50% 70% 100%
Second liability period Before the start of third term	the first week 20% During the second week 35% During the third week 50% During the fourth week 70% After the fourth week 100%	20% 35% 50% 70% 100%
Third liability period	30 th April 2023 onwards	100%

Important information

From the point of accepting an offer all students are entitled to a full cooling off period and the ability to withdraw without any financial penalty. If you accepted your offer late you will still receive 14 days cooling off even if this extends to after the beginning of teaching week 2.