

## Interruption of Studies Form 2019/20

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?	<b>Yes/ No</b>	If you are interrupting for medical reasons, <b>please provide a medical certificate</b> and see further information on page 2	

**Please note:** The date you interrupt can have a significant effect on the amount of money you may need to pay for your tuition fees and on the amount of any fee refund you may be eligible for. This applies to students receiving a Student Loans Company (SLC)/Student Finance England (SFE) Tuition Fee Loan as well as to students paying their own fees.

If you are an international student on a Tier 4 visa, your visa status in the UK will be affected if you interrupt. Please see information overleaf.

### Completion of module assessments

Please note section 17, regulation 3.6.8 (UG) / section 18, regulation 18.44 (PG) of the Academic Regulations:

*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 rejoin 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

<b>Student</b>			
I have sought academic advice from my Personal Tutor/Course Leader. I have also discussed any fee or SLC/SFE funding implications with Student Advice.			
<b>International students in the UK on Tier 4 visas:</b> I understand that the University will notify the Home Office of my interruption of studies. I have discussed the visa consequences of my interruption with Student Advice.			
<b>Signature</b>		<b>Date</b>	

<b>Office use only:</b> Form processed by:			
<b>Print name</b>		<b>Date</b>	

## Interruption of Studies Form 2019/20: Important information

If you're thinking of interrupting your course, please ensure that you have spoken to your Personal Tutor and Registry about the impact on your academic record. You should also speak to Student Advice so that you are aware of any fee or Student Loans Company (SLC)/Student Finance England (SFE) funding or visa issues before you leave.

If you then decide to interrupt, please:

- 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.
- Notify Student Finance England or your funding body. We will also notify Student Finance England of your change of circumstances.
- **If you interrupt for medical reasons and you are an undergraduate student in receipt of Student Finance England (SFE) funding**, the SFE can continue funding you for 60 days.
- If you are either interrupting or deferring *all* your modules for medical reasons, and you bring in evidence of this (e.g. a letter from your GP), your Registry Office can report your reason for interrupt as 'health' to SFE, and SFE should then automatically extend your student finance entitlement for 60 days from the date of interruption or deferral.
- Please note that if you are absent from your course your Student Finance will be reassessed from the date of your interruption. If your absence starts part way through a term, this could result in an overpayment of your maintenance loan and/or grant. The additional 60 days' entitlement only applies to interruption or deferral for medical reasons. In all other circumstances, the reassessment will be from the date of suspension.
- Student Finance England does have the discretion to continue paying some of your student finance while you are absent from the course. Each case is assessed on its merits and evidence of the reason for the absence and of financial hardship will be required
- **International students in the UK on Tier 4 student visas:** please note that we will notify the Home Office of your interruption of studies. Please see information overleaf.
- Please contact Student Advice for further information and advice.

## Resuming studies

You will need to notify your Registry Office 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.

## International students on Tier 4 Visas

If you interrupt your course, the University of Westminster is obliged to notify the Home Office of your interruption. This will normally result in your visa being curtailed (cut short). You will be expected to leave the UK and if your visa is curtailed you will need to apply for a new visa with a new Confirmation of Acceptance for Studies (CAS) before you can resume your course. **You are strongly advised to consult Student Advice about the consequences of your interruption before you submit this form.**

## Contact details

### Registry Office:

Your form should be returned to your Registry Office. Contact details and opening hours of each Registry can be found on the Student Hub: <https://www.westminster.ac.uk/current-students/support-and-services/registry-offices>.

### Student Advice:

Please make sure that you consult Student Advice about the fees, student finance or visa consequences of your decision to interrupt.

Contact Student Advice at:

E: [studentadvice@westminster.ac.uk](mailto:studentadvice@westminster.ac.uk)

T: 020 7911 5000 ext. 66080

You can also visit the Student Advice team in person, at:

First Floor  
Cavendish House  
101 New Cavendish Street  
London W1W 6XH

Please telephone first to check availability or book an appointment.

#### **Note to Registry Offices:**

Please encourage students to seek academic advice from their tutors, and funding and visa advice from Student Advice.

Please retain the original form in the Registry Office.

## Fee liability and fee refund policies

<b>Undergraduate Fee Liability</b>			
<b>Period Description</b>	<b>Autumn Enrolment</b> dates for students who enrol in Autumn	<b>Annual Fee Liability for Student Loan funded students</b> paid for by the SLC	<b>Annual Fee Liability for non-SLC funded students</b>
<b>First Semester</b> After Enrolment and before the start of the second term	Start of teaching week 2 until 13 <sup>th</sup> January 2020	25%	25%
<b>Second Semester</b> Before the start of third term	14th January 2020 to 20th April 2020	50%	50%
<b>Third Semester</b> After the start of third term	21st April 2020 onwards	100%	100%

<b>Postgraduate (Taught) Fee Liability</b>				
<b>Period Description</b>	<b>Autumn Enrolment</b> dates for students who enrol in Autumn	<b>Spring Enrolment</b> dates for students who enrol in Spring	<b>Annual Fee Liability for Postgraduate Loan SLC funded students</b> paid for by the SLC	<b>Annual Fee Liability for non-SLC funded students</b>
<b>First Semester</b> After Enrolment and before the start of the second term	Start of teaching week 2 until 20 January 2020	Start of teaching week 2 until 15 April 2020	33%	33%
<b>Second Semester</b> Before the start of third term	24 January 2020 to 22 April 2020	16 April 2020 to 16 September 2020	66%	66%
<b>Third Semester</b> After the start of third term	27 April 2020 onwards	17 September onwards	100%	100%

## Postgraduate Research/Doctoral Students

Fee Liability for Doctoral students is calculated pro-rata. This means that for any student who withdraws 14 days after enrolment, their liability will be calculated on a monthly basis. E.g. A student that enrolls in September but withdraws in December, will be liable for 3 months of their total tuition fee.

### Important information

- Even though the University will only charge you fees from the start of teaching week 2, Student Finance England will count even short periods of enrolment on the course as a year's previous study. Your future funding will be affected. Contact Student Advice for further 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.
- For fee liability purposes the Master of Architecture (RIBA II) and GDL courses are considered under the UG fee liability and refund policy