# Interruption of Studies Form 2023/24

This form is for fully enrolled students who wish to interrupt their studies. Interruption is for a period of **one academic year**.

**Please read the guidance notes** overleaf before completing this form particularly with regards fees, funding and visas. Further information can be found on the Student Hub page [Interrupting or Withdrawing from studies](https://www.westminster.ac.uk/current-students/guides-and-policies/academic-matters/interrupting-or-withdrawing-from-studies)

|  |  |
| --- | --- |
| Student ID number |  |
| First name |  |
| Surname |  |
| Date of Birth |  |
| Course of study |  |
| Address |  |
| Telephone number |  |
| Personal email |  |
| Please provide your expected return date |  |
| Are you interrupting for medical reasons? (Yes or no). If yes, **provide a medical certificate.** See guidance notes overleaf |  |

## Completion of module assessments

Interruption of study normally starts from the date this form is received by the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services). You should not submit your form until you have submitted all assessments you intend to complete during the current academic year.

Where a student commences a period of interruption after a module has started but before completing all assessment requirements for that module, no credit will be awarded and the student will normally be required to re-join at the start of the uncompleted module(s) upon resuming their studies. *[*[*Regulations: UG section 17. 3.6.8 / PG section 18. 18.44*](https://www.westminster.ac.uk/current-students/guides-and-policies/academic-matters/academic-regulations)*.]*

## Authorisation

**Student:** I have sought academic advice from my Personal Tutor/Course Leader. I have also discussed any fee or SLC/SFE funding implications with the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services), and have read and understood the tuition fee liability implications in the [Student Fees and Other Charges Policy (Section 6.11)](https://www.westminster.ac.uk/about-us/our-university/corporate-information/policies-and-documents-a-z/student-fees-and-other-charges-policy). **International students in the UK on Student visas:** I understand that the University will notify the Home Office of my interruption of studies. I have discussed the visa consequences of my interruption the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services).

|  |  |  |  |
| --- | --- | --- | --- |
| Print name |  | Date |  |

***Office Use Only:*** *Refer students to Personal Tutor/Course Leader for academic advice. Forms will be retained by the Registry.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Processed by*  Print name |  | Date |  |

**Interruption of Studies Form - Guidance Notes**

If you’re thinking of **interrupting your studies**, please ensure that you have spoken to your Personal Tutor/Course Leader for academic advice. You should also contact the Student Advice team via the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services) about the impact on your academic record and any associated fee liabilities, funding issues or visa requirements.

If you then decide to interrupt, please:

* Complete this form and email it to the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services).
* Return any library materials, otherwise you will be charged for their cost.
* Notify [Student Finance England](https://www.westminster.ac.uk/current-students/university-life/student-finance/student-finance-england-funding) or your funding body of your interruption of studies. *(We will also notify Student Finance England of your change of circumstances).*

## Student Funding

* Further information on the financial implications of interrupting can be found on the [Student Hub](https://www.westminster.ac.uk/current-students/university-life/student-finance/student-finance-england-funding/interrupting-your-studies-understand-the-financial-implications).
* **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 provide evidence (e.g. a letter from your GP), we can report your reason for interrupting to SFE as ‘health’, and SFE should automatically extend your student finance entitlement for 60 days from the date of interruption or deferral.
* 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 interruption. If your absence starts part way through a term, this could result in an overpayment of your maintenance loan and/or grant.
* 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.

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## Fee Liability and Refund Policies

* 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 via the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services) for further information.
* Full details of fee liability and refund policies can be found in the University’s [Student Fees and Other Charges Policy (Section 6.11)](https://www.westminster.ac.uk/about-us/our-university/corporate-information/policies-and-documents-a-z/student-fees-and-other-charges-policy).

## Student 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 (via the** [**Library and Student Centre**](https://www.westminster.ac.uk/current-students/support-and-services)**)** **about the consequences of your interruption before you submit this form.**

## Resuming studies

* You will need to notify the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services) in writing when you intend to resume your studies. You must complete the Resumption of Studies form available on the Student Hub page [Interrupting or Withdrawing from studies](https://www.westminster.ac.uk/current-students/guides-and-policies/academic-matters/interrupting-or-withdrawing-from-studies), and email this to the [Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services) **no later than the August preceding your intended date of return.**

## Contact details

Please contact the[Library and Student Centre](https://www.westminster.ac.uk/current-students/support-and-services).