

## Suspension of Studies Form 2018/19

This form is for fully enrolled students who wish to suspend their studies. Suspensions of studies are for a period of one year.

If you are already on a period of suspension and wish to extend your suspension, please complete the Suspension Extension Form.

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

**Please note:** The date you suspend 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 suspend. Please see information overleaf.

### Students who suspend studies in Semester 2

Do you have any outstanding Semester 1 exams/in-class tests?	Yes / No
If you answered 'yes' above, do you wish to take your assessments this academic year, ie in May 2017? (please read the attached guidance notes.)	Yes / No

### Signatures

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

<b>Staff</b>			
<b>Either:</b> I have provided information about any fee or SLC/SFE funding issues/ Visa issues.			
<b>Or:</b> I certify that the student has ceased to attend the course without formally notifying the Registry Office.			
Signature		Date	

## Suspension of Studies Form 2018/19: Important information

If you're thinking of suspending your course, please ensure that you have spoken to Student Advice and/or your Registry Office so that you are aware of any fee or Student Loans Company (SLC)/Student Finance England (SFE) funding issues or visa issues before you leave.

If you then decide to suspend, please:

- Complete this form fully and contact your Personal/Course Tutor for academic advice.
- Contact your Registry Office.
- Return any library materials, otherwise you will be charged for their cost.
- Notify Student Finance England or your funding body of your suspension of studies. We will also notify Student Finance England of your change of circumstances.
- **If you suspend 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 suspending or deferring *all* your modules for medical reasons, and you bring in evidence of this (eg a letter from your GP), your Registry office can report your reason for suspension as 'health' to SFE and SFE should then automatically extend your student finance entitlement for 60 days from the date of suspension or deferral.
- Please note that if you are absent from your course your Student Finance will be reassessed from the date of your suspension. If your absence starts part way through a term, this could result in an overpayment of maintenance grant or loan. The additional 60 days' entitlement only applies to suspensions or deferrals 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 suspension of studies. Please see information overleaf.
- Please contact Student Advice for further information and advice.
- If you are an undergraduate student at level 6, please take advice from your course team; level 6 modules are moving to 20 credits from next year under the learning futures scheme.

### Incomplete modules

**Students who suspend in Semester 2:** You may choose to take any remaining exams or in-class tests from Semester 1 modules in May 2019. Please indicate on this form if you wish to do so.

If you suspend prior to the end of teaching (on or before 14 December 2018 for Semester 1 modules, and on or before 12 April 2019 for Semester 2 or Year Long modules) it is likely that your modules will be marked as suspended, so they will not normally count towards your final award. However, the module registration, assessment marks and other records will be maintained and agreed at the discretion of the Assessment Board.

If you submit a suspension form after the end of teaching in Semester 2 (12 April 2018 onwards), all marks will stand and you will be expected to complete any outstanding items of assessment. If appropriate, you may apply for deferral/s by submitting a Mitigating Circumstances claim.

**Please seek advice from your Registry Office** about the difference between deferring and suspending studies and the evidence you will need to support a Mitigating Circumstances claim.

### Resuming studies

You will need to notify your Registry Office when you intend to resume your studies, by completing the Resumption of Studies Form. The form should be sent to your Registry Office in the August before your intended date of return.

### International students on Tier 4 Visas

If you suspend your course, the University of Westminster is obliged to notify the Home Office of your suspension. 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 suspension before you submit this form.**

## Student Advice

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

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 advice from their tutors and the support services. When a student suspends their studies, they must try to obtain a signature from Student Advice. An authorised person\* may sign the form if it is not practicable to obtain a signature from Student Advice, ensuring that relevant fee and SLC/SFE and Visa implications have been discussed. He/she may also sign the form to process the suspension of students who have ceased to attend without notifying the Registry Office.

\*Authorised persons include the School Manager, Registry Office Manager and Assessment Officers.

Please retain the original form in the Registry Office, supplying one copy each to:

- the student
- Finance Department

## Fee liability and fee refund policies

<b>Undergraduate Students (full time and part time)</b>			
<b>Withdrawal date</b>	<b>Annual Fee Liability for students receiving a tuition fee loan paid by the SLC/SFE</b>	<b>Annual Fee Liability for non-SLC/SFE funded students</b>	
Within first 14 calendar days after enrolment in person or the end of the first week of teaching, whichever is the later date	0% (Fee loan instalment will be returned to the SFE/SLC)*	0% (Any fees paid will be returned in full)	Students who choose to withdraw within the first 14 calendar days after enrolment are able to receive a full refund of any tuition fees paid.
15 calendar days after enrolment to 17 <sup>th</sup> January	25% of year's fee	25% of year's fee	From the 15 <sup>th</sup> calendar onwards, only payments made above the stated liability at the point of withdrawal are refundable. <b>SFE/SLC fee loan Students:</b> Any fee loan instalment paid by SFE/SLC which exceeds the amount you are liable for will be sent back to the SLC <b>Non-SLC/SFE funded students:</b> Students who are not funded by the SLC/SFE are able to request a refund for any amount paid above the liabilities listed.
18 January to 22 April	50% of year's fee	50% of year's fee	
23 April onwards	100% of year's fee	100% of year's fee	

\*Even though the University will not charge you fees for this period, Student Finance England will count your short enrolment on the course as a year's previous study. Your future funding will be affected. Contact Student Advice for further information.

**NOTE: For fee liability purposes the Master of Architecture (RIBA II) and GDL courses are considered under the UG fee liability and refund policy**

<b>Postgraduate Taught Students (full time and part time)</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</b>	
Within first 14 calendar days after enrolment in person or the end of the first week of teaching, whichever is the later date	Within first 14 calendar days after enrolment in person or the end of the first week of teaching, whichever is the later date	0% (Any fees paid will be returned in full)	Students who choose to withdraw within the first 14 calendar days after enrolment are able to receive a full refund of any tuition fees paid.  From the 15 <sup>th</sup> calendar onwards, only payments made above the stated liability at the point of withdrawal are refundable.
15 calendar days after enrolment to 17 January	15 calendar days after enrolment to 15 April	33% of year's fee	
18 January to 22 April	16 April to 16 September	66% of year's fee	
23 April onwards	17 September onwards	100% of year's fee	

### **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.