

# Interruption of Studies Form 2020/21

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. Further information can be found on the Student Hub: <https://www.westminster.ac.uk/current-students/guides-and-policies/academic-matters/interrupting-or-withdrawing-from-studies>

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

**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 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 Student visa, your visa status in the UK will be affected if you interrupt.

## Completion of module assessments

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

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). *[*[*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 [Student Advice](https://www.westminster.ac.uk/current-students/support-and-services/student-advice).  **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 with [Student Advice](https://www.westminster.ac.uk/current-students/support-and-services/student-advice). | | | |
| Print name |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Office use only:**  *Please refer students to their Personal Tutor/Course Leader for academic advice. Please retain the completed form in the Registry.* | | | |
| *Form processed by*  Print name |  | Date |  |

**Interruption of Studies Form 2020/21: Guidance Notes**

If you’re thinking of interrupting your course, please ensure that you have spoken to your Personal Tutor/Course Leader for academic advice. You should also contact your Registry about the impact on your academic record. Ensure you speak to [Student Advice](https://www.westminster.ac.uk/current-students/support-and-services/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 interrupt.

If you then decide to interrupt, please:

* Complete this form fully and email it to your [Registry Office](https://www.westminster.ac.uk/current-students/support-and-services/registry-offices).
* Return any library materials, otherwise you will be charged for their cost.
* Notify Student Finance England 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 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 of this (e.g. a letter from your GP), your Registry Office 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.
* 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 interruption.
* 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 on 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 about the consequences of your interruption before you submit this form.**

## Resuming studies

* You will need to notify your Registry Office in writing when you intend to resume your studies. You must complete the Resumption of Studies form available on the Student Hub and email this to your Registry Office no later than the August preceding your intended date of return.
* The Resumption of Studies Form can be found here: <https://www.westminster.ac.uk/current-students/guides-and-policies/academic-matters/interrupting-or-withdrawing-from-studies>

## 

## Contact details

**Registry Office:** Your form should be emailed to your Registry Office. Contact details of each Registry can be found on the Student Hub: [https://www.westminster.ac.uk/current-students/support-and-services/registry-offices.](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 by email: [studentadvice@westminster.ac.uk](mailto:studentadvice@westminster.ac.uk). Further Information is available on the Student Hub: <https://www.westminster.ac.uk/current-students/support-and-services/student-advice>

## Fee liability and Fee Refund Policies

**Important information**

* Although the University will only charge you fees from midnight on the day before the start of [teaching week 3](https://www.westminster.ac.uk/current-students/term-dates), 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.
* For fee liability purposes the Master of Architecture (RIBA II) and Graduate Diploma in Law (GDL) are considered under the UG fee liability and refund policies.
* For full information, please refer to the University’s [Student Fees and Other Charges Policy](https://www.westminster.ac.uk/sites/default/public-files/general-documents/Student-fees-and-other-charges-policy.pdf).

## Cooling Off Period (Zero Tuition Fee Liability Period)

|  |  |
| --- | --- |
| **New Students** | From the date of acceptance of an offer until midnight on the day before the start of teaching week 3. If you accepted your offer late you will still receive 14 days cooling off, even if this extends beyond the beginning of teaching week 3. |
| **Continuing Students** | From the start of the new academic year (re-enrolment) until midnight on the day before the start of teaching week 3. |

**Undergraduate (Autumn Enrolment)**

|  |  |  |
| --- | --- | --- |
| **Liability Period** | **Autumn Enrolment** | **Annual Fee Liability for SLC and non-SLC funded students** |
| **First liability period**  After Enrolment and before the start of the second term | Start of teaching week 3 until 17 January 2021 | 25% |
| **Second liability period**  Before the start of the third term | 18 January 2021 to 22 April 2021 | 50% |
| **Third liability period** | 23 April 2021 onwards | 100% |

**Undergraduate (Spring Enrolment)**

|  |  |  |
| --- | --- | --- |
| **Liability Period** | **Spring Enrolment** | **Annual Fee Liability for SLC and non-SLC funded students** |
| **First liability period**  After Enrolment and before the start of the second term | Start of teaching week 3 until 15 April 2021 | 30% |
| **Second liability period**  Before the start of the third term | 16 April 2021 to 16 September 2021 | 100% |

**Postgraduate Taught**

|  |  |  |  |
| --- | --- | --- | --- |
| **Liability Description** | **Autumn Enrolment** | **Spring Enrolment** | **Annual Fee Liability for SLC and non-SLC funded students** |
| **First liability period**  After Enrolment and before the start of the second term | Start of teaching Week 3 until 17 January 2021 | Start of teaching week 3 until 15 April 2021 | 33% |
| **Second liability period**  Before the start of the third term | 18 January 2021 to 22 April 2021 | 16 April 2021 to 16 September 2021 | 66% |
| **Third liability period** | 23 April 2021 onwards | 17 September 2021 onwards | 100% |

**Postgraduate Research**

|  |
| --- |
| Fee liability for Doctoral is calculated pro-rata. This means that for any student who withdraws 14 days after enrolment, their liability will be calculated monthly, e.g. a student who enrols in September but withdraws in December, will be liable for 3 months of their total tuition fee. |