

Suspension of Studies Form

Important information for students considering a suspension of studies

If you are suspending your studies then there may be a number of implications you will need to consider:

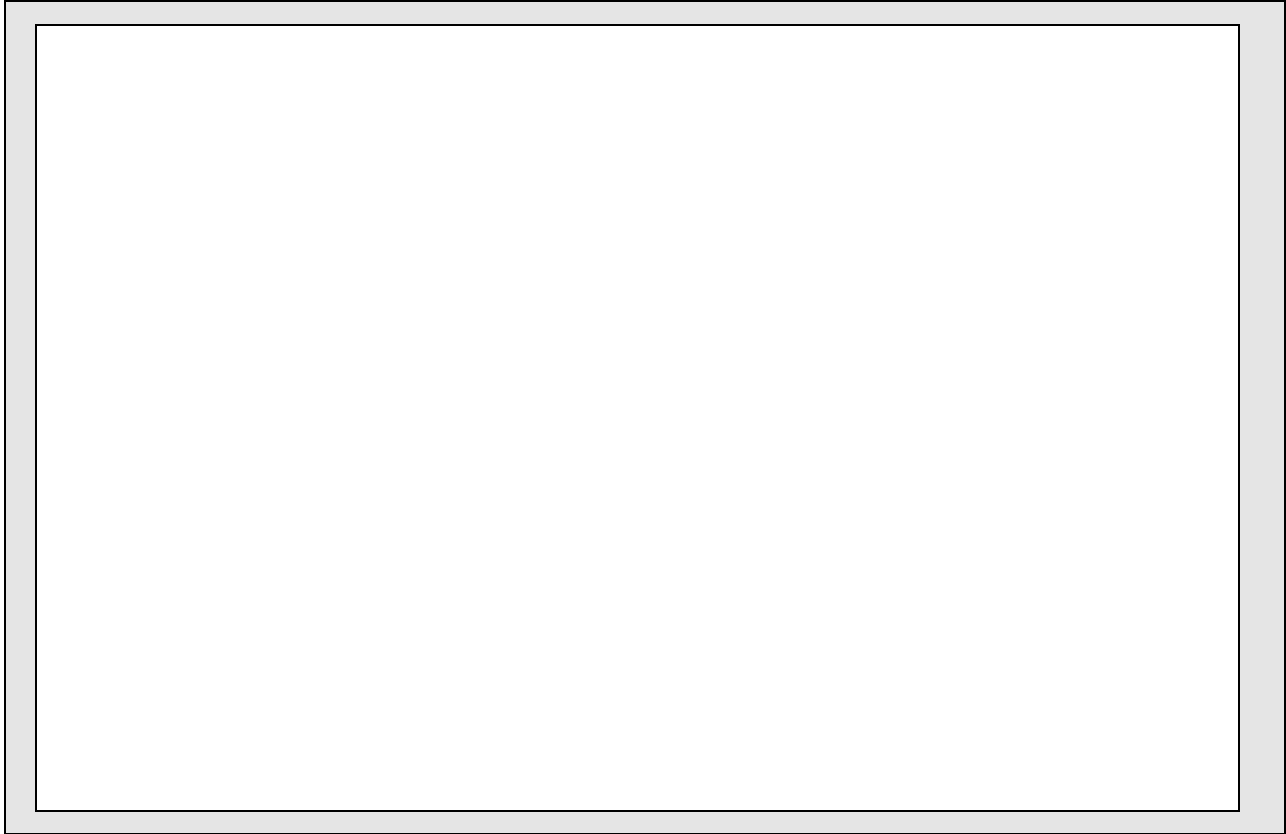
- Breaks in study of more than two consecutive academic years will not normally be authorised
- If your course has professional body requirements, there may be restrictions on whether you can suspend and for how long
- If you suspend your studies, it is possible that the course will no longer be running when you seek to return
- There may be financial implications related to suspending your studies including eligibility for UWE, Teacher Training and NHS bursaries and your eligibility for student support from Student Finance in the current and future academic years
- **The official suspension of studies date will be the date the University receives notification of your request**

Therefore, before deciding to suspend your studies, you must make an appointment to speak to a Student Adviser** via Infopoint@uwe.ac.uk or by phone on 0117 3285678. **** If you are suspending studies from a Teacher Training or NHS funded programme you MUST speak with your programme manager prior to arranging an appointment with a student adviser ****

All fields on this form must be completed.

ALL International Students please read first			
Do you have a Tier 4 visa?		Yes No – proceed to next section	
If Yes – you must FIRST go to see the Tier 4 PBS Visa team via Q Block Information Point to discuss visa implications			
If Yes – you are required to submit this form to the Tier 4 PBS Visa Team via Q Block Information Point, within 3 working days of the actual agreed temporary withdrawal date, or before, if the form is completed. UWE is required to inform the Home Office.			
PBS signature for Home Office issues		Date	
Any PBS comments:			
Student Name			
Student Number		Contact Tel	
Faculty			
Course Name			
Date suspension of studies commencing		Expected return date**	
Are you in receipt of support from the Disability Service?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Last Attendance Date (<i>Teacher Training / NHS only</i>)			
** The maximum break of study that can be approved at any one time is up to the end of the current academic year. The study break may be authorised for one further year, but breaks of more than two consecutive academic years will not normally be authorised.			
Please tick the box below which most accurately describes your main reason for suspending your studies and provide full information in the section overleaf:			
<input type="checkbox"/> Financial	<input type="checkbox"/> Dissatisfaction with course	<input type="checkbox"/> Medical	<input type="checkbox"/> Accommodation
<input type="checkbox"/> Academic difficulties	<input type="checkbox"/> Placement difficulties	<input type="checkbox"/> Travel / Location issues	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Maternity / Paternity	<input type="checkbox"/> Family commitments	<input type="checkbox"/> Career change	<input type="checkbox"/> Other – see attached
<input type="checkbox"/> Dissatisfaction with UWE	<input type="checkbox"/> Offered employment	<input type="checkbox"/> Not settled in	
I confirm that I have read the information above and have sought advice from a Student Advisor, my Programme Manager as well as the Tier 4 PBS Visa Team who have countersigned this form below.			
Student signature		Date	
Student Adviser (signature)		Programme Manager (signature)	
Student Adviser name (print)		Programme Manager name (printed)	
Member of the PBS Team signature and printed name			
EC's checked by SAT team		<input type="checkbox"/> Yes EC's updated in ISIS <input type="checkbox"/> Yes	
SAT signature		Date	
For office use (<i>* Teacher Training / NHS only *</i>)		SAT signature	
		Payroll notified *	
		<input type="checkbox"/> Yes	
		Placements notified *	
		<input type="checkbox"/> Yes	
		Disability notified	
		<input type="checkbox"/> Yes	

Please provide **in detail** in the box below the reason for requesting this suspension of studies (continue on a separate page if necessary):

A large, empty rectangular box with a double border. The inner border is a thin black line, and the outer border is a thicker grey line. The space between the borders is white and is intended for the user to provide detailed reasons for requesting a suspension of studies.