Undergraduate / PGCE / Postgraduate Taught Interruption of Studies

 Before completing the form please read the information on page 2

**A** NAME in full (use capital letters)……………………………………………………………............................................

STUDENT NUMBER

COLLEGE………………………………………………………………………………………………………..............................................

 PROGRAMME (i.e. BSc Math, MA English)……………………………………………………………….............................................

Last day in attendance (to be completed by student and agreed by College Office)

Is this interruption following a previous period of interruption? Yes / No

 Please circle: Home/EU International

##### B Information concerning your request to interrupt your studies

The University recognises that students may wish to interrupt their studies for a variety of reasons. Each case is treated individually, but will require approval from your College. In any interruption of studies, the primary concern is to ensure that a return to study can be successfully made, and interruptions can therefore only normally be granted for 12 months in the first instance. Applications for an interruption extending beyond 12 months will only be considered in exceptional circumstances.

I wish to interrupt my current programme of study from (please insert day, month and year – DD/MM/YY):

for the following reasons:

🞎 - Medical grounds (not maternity) 🞎 - Maternity Leave 🞎 - Other personal reasons 🞎 - Financial reasons

🞎 Other (please specify)......………………………………………………………………………………………………………………….

and return to my studies on please (please insert day, month and year – DD/MM/YY):

**Student’s Signature**……………………………………………………………………………………..… Date…………………….……

###### C AHRC and ESRC approval from HEI Nominated Contact in Registry (see point 3 overleaf)

I have checked that the student is within the funded period of their award and the request is: Approved / Not Approved

Print Name…………………………………............ Signature…………...……………..…………………..…Date…………..………...

###### D For international students only

**If you are a full-time International student you MUST see an International Student Adviser (see point 9 overleaf)**

International Student Adviser: Approved / Not approved (please circle)

Print Name………………………………… Signature…………...……………..…………………..…….… Date…………..………...

###### E Accommodation (*for students in University accommodation only*)

**If you are in University accommodation, please visit the Student Information Desk (Exeter Campuses) or Accommodation Office (Cornwall Campus) to negotiate the release of your accommodation.**

Residence and room number.…………………...…...…… Agreed final date in accommodation

Accommodation Office Signature........................................................Print Name…………..………………….Date…………..………

###### F To be completed by College Administration

Revised expected end date (to be completed by College Office)

Associate Dean for Education (both Colleges for inter-College Combined Honours students)

Print Name………………………………… Signature…………...……………..………..…………..…….… Date…………..………...

**Please return your completed form, together with your UniCard, to:**

**Student Information Desk, Forum Building or Cross Keys (Exeter campuses), or**

**Registry Services, ASU, Peter Lanyon Building (Cornwall campuses)**

**Step 1:** Complete your details in Section A and reason for interruption in Section B

**Step 2:** Visit your College, obtain signature from the Associate Dean for Education in the College – Section F - and agree the last date of attendance in Section A

**Step 3:** PGAdmin in Registry, Northcote House, **MUST** approve AHRC and ESRC requests at Section C

**Step 4:** International Tier 4 Students **MUST** obtain an International Student Adviser’s signature Section D.

Please email sid@exeter.ac.uk (Exeter Campuses) or cc-registry@ex.ac.uk (Cornwall Campus) to make an appointment.

**Step 5:** If you are in University Accommodation visit the Student Information Desk (Exeter) or Accommodation Office (Cornwall) to complete Section E

**Step 6:** Check your address details are correct by logging into the student portal at [www.my.exeter.ac.uk](http://www.my.exeter.ac.uk)

Important information for students interrupting studies

**There may be serious financial implications if you interrupt from your studies at Exeter. You are strongly advised to consult the Students’ Guild Advice Unit (Exeter campuses) or FXU Advice Service (Cornwall campuses) before completing this form.**

1. **Student Tuition Fee Loans, Living Cost Loans/Grants and Allowances:** Any instalments due after the date of interruption will not be paid to you. However, in exceptional circumstances, your relevant funding body (\*Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency for Scotland) may deem you eligible for support throughout the period of interruption. In respect of your relevant funding body (\*) Living cost loans, grants and allowances, they may decide an overpayment has been made where an instalment covers a period longer than the period of attendance prior to interruption. In such cases your relevant funding body (\*) may recover the overpayment from your entitlement once you resume studies. You should resume entitlement to support through loans and other allowances as determined by your relevant funding body (\*) when you return to your studies.
2. **PGCE Training Bursaries, National Scholarship Programme and Access to Exeter Bursaries:** You are not entitled to payments of the bursary due after the date of interruption of your studies. In most circumstances you will not be asked to repay any of the bursary instalments already received prior to that date. Payments of the bursary will be resumed when you return to your course.
3. **Scholarships & Studentships:** If in receipt of a University of Exeter scholarship, please contact your College as you may be liable for tuition fees and/or maintenance payments. If in receipt of a Research Council funded studentship the partner will also need to approve the interruption. Interruption requires the approval of the HEI nominated contact in Registry.
4. **Tuition fees:** If you are liable to make a contribution towards your fees you will be asked to pay a proportion of tuition fees to the University of Exeter. For interruption details please visit [www.exeter.ac.uk/staff/policies/calendar/part2/finance/](http://www.exeter.ac.uk/staff/policies/calendar/part2/finance/). If you are funded by the Student Loans Company, you must advise them of a change of circumstance.
5. **Accommodation Charges:**  You must vacate your room on the official date of leaving the University of Exeter. You will be required to pay the full charges for your University accommodation up to the date that you vacate your room. Please contact the Student Information Desk (Exeter Campuses) or Accommodation Office (Cornwall Campus) to confirm the date that you expect to leave; you may be liable to further charges if you do not confirm this date, vacate your accommodation and return the keys to the relevant residence reception.
6. **Access to Learning Funds:** You will remain eligible to apply for the University of Exeter’s Access to Learning Fund whilst you are on a period of interruption of your studies. All assistance from the Fund is discretionary and assessed on the individual’s case for financial hardship.
7. **US & Canadian Loans:** If you are in receipt of a US/Canadian Loan the University of Exeter may be required to return part of your funding. Please contact sid@exeter.ac.uk (Exeter Campuses) or cc-registry@ex.ac.uk (Cornwall Campus).
8. **Students in Debt:** Please contact sid@exeter.ac.uk (Exeter Campuses) or Cornwall-finance@ex.ac.uk (Cornwall Campus) without delay to make appropriate arrangements to settle your debt to the University of Exeter.
9. **International Students:** Please be aware that interrupting may have implications on your immigration status and, if you interrupt for more than 3 months, the University of Exeter is legally obliged to inform the Home Office that you are no longer a registered student at the University which will result in the curtailment of your leave to remain in the UK.
10. **Other:** If your interruption is for medical reasons, you may be eligible for social security benefits during your period of interruption from your course, but not for the first six months. The Students’ Guild Advice Unit (Exeter Campuses) or FXU (Cornwall Campus) can give you further advice on this.

##### Academic Implications

1. **Changes to Programme Structures:** The period of interruption may imply a return to a programme of study that has been amended by the University during your interruption. You should consult your College(s) to ensure that you are able to return to the appropriate programme.
2. **Access to Facilities**:

**UniCard** - On interruption students must hand back their student UniCard.

**IT Account**- Interrupted students will not normally have access to University IT facilities. It is recommended that students place forwarding on their @exeter account prior to their interruption.

**Library-** Interrupted students **will not have access to library electronic resources** or the facility to withdraw items from the Library. In exceptional circumstances, the Library may allow interrupted students to continue to borrow books on receipt of a reasoned, written submission from their tutor dealing with mitigating circumstances. Please contact: library@exeter.ac.uk (Exeter Campuses) or library@falmouth.ac.uk (Cornwall Campus)

For further information please refer to: <http://admin.exeter.ac.uk/academic/tls/tqa/Part%206/6Duginterrupt.pdf>

1. **Changes to Assessment Procedures:** The assessment procedures in force for your programme may change during your interruption, and you should ensure that you are aware of any changes and the implications for the assessment of your degree/HND.

**General advice:** Students’ Guild Advice Unit - 01392 723520 (Exeter Campuses) or FXU Advice Service - advice@fxu.org.uk (Cornwall Campus) **Academic advice:** Taught Faculty Office - 01392 723043

**Financial/accommodation advice:** Student Information Desk 08444 724724 (Exeter Campuses) or Cornwall-finance@ex.ac.uk/ accommodation@fxplus.ac.uk (Cornwall Campus)