



Request to Suspend Studies Form

Important: YOU MUST OBTAIN APPROVAL BEFORE SUBMITTING THIS FORM. UNTIL APPROVAL IS AUTHORISED AND YOU RECEIVE A CONFIRMATION LETTER YOU WILL BE CONSIDERED TO BE ON PROGRAMME AND RELEVANT POLICES WILL STILL APPLY.

Students considering suspending should be aware that there could be implications in pursuing this option. Therefore, you are strongly advised to seek advice and support (*as appropriate*) from the following:

- Personal Tutor / Programme Leader
- Director / Head of School
- MMU Students' Union Advice Centre
- Future U - careers&welfare@ucenmanchester.ac.uk

Please complete all of Page 1 (Student)

1. Student details	
Full Name (block capitals) :	Student Number :
Email :	
Telephone numbers	Other contact number :
Mobile :	
Do you have a Personal Learning Plan (PLP)/are in receipt of disabled student's allowance? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes – you MUST consult with the Disability Service Team on-site and they can be contacted by email on DSA@ucenmanchester.ac.uk to discuss the impact and confirm that no funded support, e.g. Disabled Students Allowances, has been accessed or will be accessed after the proposed suspension date.	
2. Course details	
Course :	Year :
3. Suspension Request	
Reason for Suspension (if this is on medical grounds, supporting evidence MUST be provided):	
Proposed date for Suspension of Studies :	
Proposed date of return (normally 12 months from point of suspension):	
4. Engagement	
UCEN Manchester considers engagement to comprise of: attending timetabled teaching sessions, which include lectures, seminars and academic and personal tutorials; other forms of contact with academic and professional services staff that relate to academic study; attending examinations, tests and other assessment activities; submitting work for assessment; accessing campus facilities, including the Virtual Learning Environment (Moodle), the Library, and course materials; and participating in field trips and other activities that are a compulsory part of a course.	
Last date you engaged with the UCEN Manchester:	
What was this engagement? (please tick):	
Attending timetabled sessions / field trip <input type="checkbox"/>	
Meeting with academic or professional services staff <input type="checkbox"/>	Brief reason for meeting <input style="width: 200px;" type="text"/>
Attending examinations, tests or other assessment activities <input type="checkbox"/>	
Submitting work for assessment <input type="checkbox"/>	
Accessing Moodle <input type="checkbox"/>	Brief reason for access <input style="width: 200px;" type="text"/>

I confirm that I have sought advice from appropriate sources both within UCEN Manchester and externally and as a result of advice provided I am aware of the possible financial/academic implications of undertaking this period of suspension.

STUDENT Signature:

Date:

To be completed by the PROGRAMME LEADER / PERSONAL TUTOR

Alert the student that there may be financial and budgetary implications of suspension to student and advise that they seek guidance from [Future U - careers&welfare@ucenmanchester.ac.uk](mailto:careers&welfare@ucenmanchester.ac.uk), Student Finance England if they have taken any loans / grants and or any other sponsor.

Determine if there are any specific conditions that the student is required to meet in order to proceed with the suspension.

If the student has a PLP/are in receipt of disabled student's allowance, ensure that the student has consulted with the Disability Service to check that they are aware of the suspension and that no externally funded support has been accessed since the proposed date.

Alert the student that should the programme not be available in its current format alternative arrangements will be implemented in line with the [Student Protection Plan](#) .

Suspension supported? Yes

Agreed date of return:

(if returning in September make student aware that they will not normally carry forward any marks already gained)

Suspension NOT agreed *(Please provide reason)*

Programme Leader / Personal Tutor OR Equivalent [PRINT NAME]

Signature:

Date:

To be completed by the Director / Head of School

Confirm agreed date of return

Is medical evidence is required? (only required if it is a second or subsequent request) Yes No

Suspension agreed

Suspension rejected *(Please provide reason)*

Director / Head of School [PRINT NAME]

Signature:

Date:

Director / Head of School

Once completed the Suspension of Studies form should be emailed to BIS@ucenmanchester.ac.uk. Until approval is authorised and confirmation letter is issued, the student will be considered to be on programme and relevant polices will still apply. Once the confirmation letter is issued, necessary processes should be completed in relation to Data Services / internal student's record.