BREAK IN STUDY FORM

This form must be completed where a request for a Break in Study is sought.

Before submitting a request for a Break in Study, it is important that you consider the academic and financial implications of interrupting your studies. Guidance and support are available from your School, Personal Tutor ad Future U Support Services. Please read the Break in Study policy and procedure before completing this form.

If, after considering the available advice and support, you wish to proceed with a Break in Study, you must arrange a meeting with your Personal Tutor to discuss your circumstances and the potential impact on your studies. This form must be completed in consultation with your Personal Tutor and submitted with any relevant supporting documentation.

Please note that a Break in Study is not approved until all required stages of the process have been completed. Until this form has been fully completed and signed by you, your Personal Tutor and the Head of School (or authorised nominee), and formal written confirmation has been issued by Academic Services, you will remain registered as an active student. You will therefore be expected to continue engaging with your programme and will remain liable for any applicable tuition fee obligations.

1. Student Details

Full Name:	**Student Number:**
Contact Number:	**Email Address:**

2. Programme Details

Course Title:	
Year of programme /Level of Study:	

3. Reason for Break In Study

	Please select all applicable reasons for your request
Physical Health	
Mental Health	
Bereavement of a close family or friend	
Domestic Circumstances	
Caring Responsibilities	
Impact of Crime/ Harassment	
High-Performance Sporting Event	
Maternity, paternity or adoption leave	
Severe Financial Difficulties	
Other (please specify)	

Please provide details supporting your request for a Break in Study

Supporting evidence where appropriate attached (please state documentation supplied)

4. Last Date you Engaged on Programme (Proposed Date for Break In Study)

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, participating in field trips and other activities that are a compulsory part of a course.

Last Date you engaged on Programme:	

5. Do you have any concerns/ queries that you would like to raise in advance of a return to study? If so, please specify below:

6. Student Declaration:

I confirm that I have read the Break In Study Policy and Procedure.

I understand the academic and financial implications of taking a break in study and that it is my responsibility to manage the impact that this break may have on my future funding for study and financial support.

I understand that the break counts towards the maximum period of registration permitted for my course and that maximum registration period apply.

The information I have given is correct to the best of my knowledge and that I am planning on returning to study on the date agreed and provided below.

Student Signature:		Date:	

7. Break In Study Details

Date Break in Study Commences	
Planned date of Return	

Please note that you are expected to return to your studies on the above date. Your School will contact you within 30days prior to your return date. You must engage in the Returning to Study process. If you do not engage, you may be withdrawn from the programme following 14days of your noted return date. If you decide not to return to your programme and wish to withdraw from your studies, you must notify us as soon as possible by emailing BIS@ucenmanchester.ac.uk.

8. Recommendation for Approval:

Personal Tutor

Personal Tutor Name:	
Personal Tutor Signature:	
Date:	

Please submit the completed form and any supporting evidence to your Programme Leader and Head of School.

Once you have submitted your application you will receive formal confirmation of your break in study from Academic Services. If you have not heard within 15 working days of submitting your application, please contact BIS@ucenmanchester.ac.uk.

Head of School & Director of Faculty

I approve the requested Break in Study	◉
I do not approve the requested Break in Study due to the following reason(s):	○
Signatures:	
Date:	

UCEN MANCHESTER
FIND YOUR FUTURE

BREAK IN STUDY FORM

Arrangements for resuming your Studies

1. Student Details

Full Name:	**Student Number:**
Contact Number:	**Email Address:**

2. Programme Details

Course Title:	
Year of programme /Level of Study:	

3. Modules/ Assessments taken during this academic year to date:

Module title	**Assessment weighting**	**Current Status**	**Status on Return**

4. Modules to take on return to study (subject to availability)

1.	
2.	
3.	
4.	
5.	
6.	

Personal Tutor Name:	
Personal Tutor Signature:	
Date:	