

**YOU MUST OBTAIN APPROVAL BEFORE TAKING A BREAK IN STUDY. UNTIL APPROVAL IS AUTHORISED AND YOU RECEIVE A CONFIRMATION LETTER YOU WILL BE STILL BE CONSIDERED TO BE ON PROGRAMME AND RELEVANT POLICES WILL STILL APPLY.**

- A break in study normally occurs when a student suspends their studies and returns at the same point the following year at the same point they left their studies.
- Break in study can only be requested during the main programme period.
- Break in study can be requested for a period of one calendar year.
- Break in study cannot be applied in retrospect and fees will be charged until the request has been authorised.

Students considering taking a break in study 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 your Personal Tutor, [Careers&Welfare@ucenmanchester.ac.uk](mailto:Careers&Welfare@ucenmanchester.ac.uk) and be aware of any implications relating to the UCEN Manchester Tuition Fee Policy and any bursaries that you may have applied for.

You must complete all sections of this form and submit via email to the following email address for consideration: [SEGL4MC@ucenmanchester.ac.uk](mailto:SEGL4MC@ucenmanchester.ac.uk).

### SECTION 1 (STUDENT TO COMPLETE)

STUDENT DETAILS	
Full name:	Student ID:
Email :	
Telephone no:	
Do you have a PLP / are in receipt of disabled student's allowance?    YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, you MUST consult with the Future U Disability Services Team to discuss the impact and confirm that no funded support has been accessed that falls in the period that you will be suspending your studies or will be accessed after the proposed date of break in study.	

### SECTION 2 (STUDENT TO COMPELTE)

COURSE DETAILS	
Course Title:	Level:

### SECTION 3 BREAK IN STUDY DETAILS (STUDENT TO COMPELTE WITH PERSONAL TUTOR)

Reason for Break in Study:
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Proposed date of Break in Study:	
Proposed Date of Return (normally 12 months from point of taking break in study):	

**SECTION 4 ENGAGEMENT (TO BE COMPLETED BY PERSONAL TUTOR)**

UCEN Manchester considers engagement to comprise: attending timetabled sessions, which include lectures, seminars and 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 Moodle, the Library and course materials; and participating in field trips and other activities that are a COMPULSORY part of the programme.

Last date of engagement	
What was this engagement?	

**SECTION 5 GUIDANCE (TO BE COMPLETED BY PERSONAL TUTOR)**

Personal Tutors should ensure that appropriate guidance is given to students regarding their academic records and potential impact on tuition fee loans/ maintenance loans, grants, bursaries and any other contractual arrangement the student may have agreed to in relation to their studies.

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](#).

I can confirm that the student has received appropriate advice and guidance and has been advised to seek further advice from Future U.

**PERSONAL tutor signature:**

**Date:**

**SECTION 6 STUDENT DECLARATION (STUDENT TO COMPLETE)**

I can confirm that I have sought advice from appropriate sources both within UCEN Manchester and externally and as a result of the advice provided I am aware of the possible financial/ academic implications of undertaking this period of a break in study. I also understand that should the programme / remaining units of study not be available on my return an alternative programme of study / units may be offered.

**STUDENT signature:**

**Date:**

**SECTION 7 DIRECTOR / HEAD OF SCHOOL**

I confirm that the student has received the appropriate advice and guidance and this break in studies has been agreed.

**HEAD OF DEPARTMENT / DIRECTOR signature:**

**Date:**