

## Break in Study Form

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Before completing this form, please read the following two documents:

- Taking a break from study – Guidance for students
- Break in Study Policy and Procedure.

After reading these documents and considering all the implications, if you still wish to take a break from your studies, please make an appointment to see your Personal Tutor.

Please note that this form is only to be completed in conjunction with your Personal Tutor.

Until this form is completed and signed by you, you're Personal Tutor and Head of Department, and you receive a confirmation letter of approval from Academic Services, you will be deemed to be still attending your course and charged fees accordingly.

<b>Student Details:</b>	
Student Name:	
Student Number:	
Course Title:	
Level of Study:	
Contact Number:	

<b>Reason for break in study:</b>		
	Please tick:	Taking external resits during break (Y / N):
<b>Reasons due to extenuating circumstances:</b>		
• Physical Health		N/A
• Mental Health		N/A
• Bereavement		N/A
• Natural Disaster / War		N/A
• Domestic Circumstances		N/A
• Caring Responsibility		N/A
• Impact of Crime / Harassment		N/A
• High Performance Sporting Event		N/A
• Other (please specify below)		N/A
<b>Other Reasons:</b>		
• My placement provider has offered employment for a year		
• I have not secured a placement on a sandwich course		
• I am transferring course next year		
• I am an international student and need to renew by visa		
• Maternity leave		
• Paternity leave		

<b>Further information:</b>
<b>Evidence provided, if applicable:</b>

<b>Contact during your break:</b>	
If you are taking a break in study for extenuating circumstances, do you give us permission to contact your next of kin to discuss details of resuming your studies? Y/N	
If yes, please give contact details:	

<b>Timing of break from studies:</b>	
Date of break:	
Date of intended return:	

Please note that you are expected to return to your studies on the date above. Your Personal Tutor will contact you at least 2 months prior to your expected date of return.

If you are leaving for extenuating circumstances, we may require to see evidence that you are fit to resume your studies.

**If you do not enrol on your expected date of return, it will be assumed that you do not wish to continue with your studies with the University /UCEN Manchester and you will be permanently withdrawn from your course.**

A break in study counts towards the maximum duration of your course – see Standard Assessment Regulations. You commenced your study in the \_\_\_\_\_ academic year and are expected to have completed your course by \_\_\_\_\_.

<b>Student Declaration:</b>	
I can confirm that I have read the Break in Study Guidance document and Break in Study policy and procedure. I understand:	
<ul style="list-style-type: none"> <li>• The academic and financial implications of taking a break in study;</li> <li>• That it is my responsibility to manage the impact that this break will have on my future funding for study and financial support;</li> <li>• That the break counts towards the length of time I am taking to study my course and that maximum duration regulations apply.</li> </ul>	
For international students: I confirm that I understand the visa implications of taking a break in study, that my break will be reported to UKVI and that I must obtain a new visa to resume my studies.	
Student signature:	Date:
Approved in principal by Personal Tutor:	Date:
Approved by Head of Department/ Director:	Date:

**Arrangements for resuming your studies:**

Student Name:	
Student Number:	
Course Title:	
Level of Study:	
Contact Number:	

**Am I allowed to take any outstanding assessments during my break? YES / NO**

Please note this is only approved for non-extenuating circumstances reasons only.

Details of assessments:

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Modules taken during this academic year to date:	Current Status:	Status on return:

**Modules to take on return to study (subject to availability):**


**Do you have any requests to support resuming your studies?**

We will do our best to accommodate reasonable requests, in line with our other policies, but cannot guarantee that all requests will be granted.

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