

## Policy Note to Students Interrupting their Study

## Policy Note for Partners

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# Notice to Students Interrupting their Study

## 1 Preamble

These notes are intended to clarify your status and to define your relationship with the institution and its facilities during the period of interruption from your studies.

## 2 Introduction

Interruptions are granted for a variety of reasons: medical, personal, financial or a combination of these. Often the factors which have led to the interruption request have affected your academic work. It is the institution's policy that students who are interrupting their studies should not remain on campus, and aside from occasional visits, if you are an international student and this is permitted by your visa status, you are expected to remain away from the institution.

## 3 Period of Interruption to Studies

The period of interruption from your studies is set out in your letter approving the concession for your interruption. However, please note that institution degree regulations stipulate that any periods of interruption and/or repetition of study granted may not exceed a period of more than two years in total beyond the specified length of the course. For example, a student studying for a 3-year degree course must complete the course within 5 years.

An international student studying on a Tier 4 student visa may be subject to additional constraints or time limits as set out in the relevant Immigration Rules current at the point of interruption but also at the point of return to study. Please seek advice from HE Student Support Services.

## 4 Status as a Student

During your absence you will remain a member of the institution i.e., your name will be included in the official register of students, but your status as a student currently registered at the institution will be temporarily suspended.

(If you are a member of staff, it is your student activities which are affected by interruption and you will need to distinguish between your staff and student roles where appropriate.)

## 5 Institution Facilities available to Students Interrupting their Studies

Your privileged access **as a student** to some institution facilities will be temporarily suspended and you are asked to note in particular:

- (1) You will not be allowed access to the sports facilities as a student.
- (2) You will not be allowed to attend classes or to receive tuition from a member of institution staff (unless this is specifically permitted in your interruption approval).
- (3) You will continue to have borrowing and access rights to the institution Library

(including the IT suite), to institution Computing Facilities (including email, internet, intranet).

- (4) You may remain in touch with your Personal Tutor but not for the purpose of receiving tuition (unless this is specifically permitted in your interruption approval).
- (5) You may consult HE Student Support Services. However, you should be aware that you will not be entitled to receive support or services designed to facilitate access to your course whether delivered through the institution or an external provider.

## **6 Financial Matters: Debts**

Before the interruption to your study commences you should ensure that you have cleared any outstanding debts to the institution. This includes returning books you no longer wish to borrow to the Library(ies) and any equipment or materials you may have borrowed. If you cannot clear your debt to the institution it is important that you discuss your difficulties with the Finance Department before starting your period of interruption. If you do not, the institution may take steps to recover any sums of money owed while you are interrupting. If there are any debts outstanding at the end of your period of interruption, they may prevent you being re-admitted to the institution to resume your course.

## **7 Financial Matters: Tuition Fees**

The point at which your interruption begins determines whether you will be liable for fees for that academic year. For further information, please visit <https://www.gov.uk/student-finance>.

Please note that Student Finance England will only fund a student for a maximum of the 'length of your course' plus 1 additional gift year of study. If the concession you have been granted means your course will exceed the length of your course plus the one additional gift year of study, please contact Student Finance England to confirm your eligibility for funding. We also advise you to contact HE Student Support Services for additional information on student funding. Please note that a partial year of study (even if registered for just a day in one academic year whether at your institution or a previous institution) will still count as a year of study under Student Finance's regulations.

## **8 Financial Matters: Student Loans**

During your period of interruption, you will not normally be eligible to receive a student loan. A retrospective interruption for an entire or part of the academic year may result in Student Finance reclaiming the overpaid maintenance loan for that period.

For further advice, please visit <https://www.gov.uk/government/organisations/student-loans-company>

You will not normally be eligible to apply to the institution for financial help while you are interrupting your studies. Any funding awarded would normally be on a loan basis pending your return to the institution. Advice on your entitlement to a student loan or other forms of financial assistance can be obtained from the Finance Department.

### **Bursaries**

If you receive a bursary or scholarship, please ensure you check with your funding body/sponsor how your funding may be affected by the interruption to your studies. Please

contact HE Support Services for further advice.

#### International Students

Please contact HE Student Services as soon as your period of interruption is approved to ensure you have up to date information about your visa status.

## **9 Contact details during Interruption to Studies**

The institution may need to get in contact with you whilst you are on your period of interruption, therefore please check the contact details they hold for you are up-to-date. You should provide the institution with a postal address to which hard copies of important information relating to your course can be sent throughout your period of interruption. It is your responsibility to ensure that persons outside the institution who may need to contact you know that you cannot be reached at your institution address and that you advise them of an address where you can be contacted.

## **10 Returning to Study**

You should consult HE Student Support at your institution if you have any questions relating to your interruption.

All students who have been granted a period of interruption will be asked to complete and return a questionnaire to regarding their readiness to return to studies. Students on courses whose professional status may be required to undergo an Occupational Health assessment prior to their return to studies. The letter approving your interruption will make it clear which of these procedures you need to follow.

On your return to the institution, you will be subject to Award Regulations and policies then in force, unless otherwise specified.

On your return to studies you might like to re-familiarise yourself with the confidential help, guidance and support services offered by the institution.

**This Policy Note applies to UEA validated Awards at the following institutions:**

City College Norwich

Colchester Institute

East Sussex College Group

Mountview Academy of Theatre Arts

South Essex College

The Royal Marsden School

West Suffolk College