If you wish to interrupt your studies, please complete sections 1 -4 of this form and return it to your Student Services Centre, Locations can be on the University’s website <http://www.nottingham.ac.uk/studentservices/contact-us/locations.aspx>. Alternatively you can e-mail it **from your University email address** to [studentservices@nottingham.ac.uk](mailto:studentservices@nottingham.ac.uk).

**Overseas/International students are required to seek immigration advice from the Visa and Immigration Team and have this form signed off as confirmation of this.**

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| **Section 1 – Your Details \*Denotes a Compulsory Field**  First Name\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Birth\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID\* (see your ID Card) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Please indicate if you are**\***:  Home EU Overseas/International |
| **Section 2 – Course Details\***  School/Department\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Title\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current Course Code\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Qual Aim\*e.g. BSc, MEng, LLM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year of Course (e.g. 1st year, 2nd year etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 3 – Interruption Details\***  Last date of attendance on the above course\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Proposed date of return to the above course\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note: the University does not automatically allow a student to engage in a period of repeat study on the same course. If you are requesting a period of repeat study, you are required to provide evidence of Extenuating Circumstances with this interruption form so that your request can be formally considered by your School.  Reason(s) for Interrupting your study\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  New Expected Completion Date\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please be aware that you are required to complete your studies within the published absolute maximum time period from initial registration for your programme regardless of individual circumstances and agreed periods of interruption. Full details can be found in the University’s Quality Manual  **https://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/maximum-period-from-initial-registration.aspx** .  Interruption of study may have financial implications in relation to, for example, fees due to the University; maintenance loan; stipend or other funding that you receive. **You are strongly advised to seek advice from the Financial Support Teams1 based in the Student Services Centre, as this interruption could have an effect on your student loan and/or future funding.**  **You should also ensure that you have read the University’s Fee Schedule2 and where relevant, that you have contacted any Sponsor of Funding Body.**  I\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_confirm that I have sought Financial Advice on the implication of my interruption:  Signed\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 4 – Academic Approval by the School or Department (to be filled in AFTER sections 1-3 have been completed).◊**  I approve the request to interrupt study. The student’s proposed return date and a plan for re-engagement with the Programme have been discussed . I confirm that the request complies with the policies outlined in the Quality Manual3. The student and other relevant Schools (where applicable) have been advised accordingly.  Print Name\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of School or Nominee)  Signed\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of School or Nominee) Date :­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Does the School/Department require medical evidence to confirm that the student is fit enough to engage with academic study prior to the next period of registration? (please tick)  **YES** – the School **will** request this  **NO** – the School **will not** request this |
| **Section 5 –Visa and Immigration Team Advice (for international students only) ◊◊**  **For Visa and Immigration Team use:** On behalf of the Visa and Immigration Team, I confirm that the student has been fully informed of the implications this interruption will have on his/her immigration status in the UK. The student has been told that the University may be obliged to report this interruption to the UK Home Office.  Print Name\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**◊ Academic Approval of this request does not mean that international students have the right to remain in the UK. Visa and Immigration Team advice should always be followed**

**◊◊ Visa and Immigration Team advice that an international student has the right to remain in the UK does not mean that Academic Approval has been given.**

**Your request will be processed and you will be informed out the outcome in writing by Student Services Centre**

<http://www.nottingham.ac.uk/studentservices/financialsupport/talktous.aspx>

2 <http://www.nottingham.ac.uk/fabs/finance/services/tuitionfeeservices/tuitionfeeservices/aspx>

3 <http://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/voluntary-interruption-of-study.aspx> and https://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/maximum-period-from-initial-registration.aspx

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| **Student Services Centre use only** |  |  |  | |
| Form complete |  | Saturn Updated |  |
|  |  | Consulted with PPM Development for student on teaching partnership plan |  |
| Signed by School |  | Added to the RAL spreadsheet |  |
| Visa and Immigration Advice obtained  (International Students only) |  | Note on PoS Screen Added |  |
| Duration of the interruption request |  | Electronic copy of form saved |  |
| Request allows completion within Max Reg Period  Approved by  (SSC Manager) |  | Student Notified  **Date Processed**: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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