



<b>Title:</b>	BSU Suspension of Studies Policy	
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## **1. Introduction**

This policy applies to all higher education students studying on a recognised higher education programme who may wish to suspend or take a break from their programme of study. This is sometimes referred to as deferment of studies, suspension of studies, interruption of studies or taking a break from studies. New City College (NCC) refer to this as suspension of studies.

Students wishing to suspend their studies must meet one of the criteria listed below in section 2 and must seek permission from the College by completing a 'Suspension of Studies' request form.

## **2. Criteria for suspending studies**

Suspending studies is the process by which a student studying on a recognised Higher Education programme can temporarily withdraw from their studies to pause their learning activities. The student can then return to the same stage of the programme and resume studies (to be negotiated with Senior Curriculum Manager or nominee) after an agreed period of time.

Reasons for suspension of studies might include:

- Prolonged illness or health complications
- Personal problems
- Death of a family member
- Multiple Mitigation applications

The maximum length of time allowed in a suspension of studies is twelve (12) months. In exceptional situations this may be extended if requested by the student and evidence is available to support this request.

Before a student decides to suspend their studies, it is recommended that the student seek advice from their tutor and student services. There may be fee and/or funding implications and/or academic implications to consider.

## **3. Academic credits**

Any completed modules/units that students have achieved prior to suspending their studies will be presented to the next Assessment/Examination Board and the student will receive a transcript confirming these results. The student will then be recorded as a student who has suspended their studies.

## **4. Application for suspending studies**

Students who wish to suspend their studies must complete the request form in appendix one of this policy and provide adequate evidence to support any reasons given. This form must be sent to the Group Director:HE who will consider the request after talking to the student's tutor, student services and/or the finance team. The Group Director:HE will inform the student of the outcome within ten (10) working days of receiving the application.

## **5. Possible implications of suspending studies**

It is likely there will be financial implications if you suspend your studies after your initial 14 day cooling off period.

In addition, units and modules are subject to change and therefore it may not be possible to return to the same point of the programme or same module.

It is recommended that students take advice from College Student Services, College Finance Office and Student Finance England (if a student loan has been accessed) so that they are in possession of the full facts first before they make a decision.

## **6. Registration status**

A student who has suspended studies will be withdrawn on a temporary basis and this will mean that the student cannot use the College facilities or have access to the VLE, Google Classroom, the LRC or Athens resources during this time. Suspension of studies is for serious situations and as such the College recognises that whilst a student has suspended they must refrain from any learning activities. All College property e.g. library books, equipment, ID card should be surrendered.

On occasion, the College may need to contact the students and this will be via information held on Pro-Solution. Therefore it is imperative that students ensure that contact details are kept up to date.

A student has a registration period of 5 years in which to complete their programme of study full-time. This must be considered when applying to suspend studies.

## **7. Returning to study following suspension of studies**

A student who has suspended their studies must inform the College in a timely fashion of when they would like to return to their studies. The student's situation must have improved and/or been rectified in order to return as a fully registered student. Evidence may be required to show that this is the case. In the first instance the student should make contact with Admissions. Students who have suspended for the maximum period of twelve months and who do not contact the College about resuming studies in a timely fashion may be withdrawn permanently in line with internal and external procedures.

**Appendix 1 - Suspension of studies request form**

Name: \_\_\_\_\_

Name of programme: \_\_\_\_\_

Contact number: \_\_\_\_\_

Reason for requesting to suspend studies:

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Evidence of this must be submitted with this request

I have read the policy on suspension of studies and understand that there may be financial implications in relation to suspending my studies. I have/have not (delete as appropriate) sought advice from student services and/or my tutor.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Curriculum Manager's name: \_\_\_\_\_

Senior Curriculum Manager's signature: \_\_\_\_\_

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**When fully completed and signed, please send to Group Deputy Director: HE:**  
[Higher.Education@ncclondon.ac.uk](mailto:Higher.Education@ncclondon.ac.uk)