

### BREAK IN STUDY FORM

This form must be completed by students studying for **Pearson HE Qualifications** at New City College who wish to take a break or interrupt their programme of studies. Students must consult their Senior Curriculum Manager/Group Curriculum Director (SCM/GCD). *Once you have discussed your request with your SCM/GCD*, the signed form should be emailed to [Higher.Education@ncclondon.ac.uk](mailto:Higher.Education@ncclondon.ac.uk) to seek final approval. Once received, an acknowledgement will be emailed to you. We aim to ensure that you receive a written response within 2 weeks of submitting your form. **However, please note that until you receive this decision, you will still be enrolled on your programme and will be expected to attend classes and complete any assignments due.**

<b>Current Academic Year</b>	2025/26
<b>Student ID No.</b>	
<b>Full Name</b>	
<b>Address for correspondence</b>	
<b>Programme of Study</b>	
<b>Year of Study (Please select/tick/ circle)</b>	FIRST/SECOND

What will be/was the last date you attended prescribed instruction (lectures, tutorials, classes etc.)?

What is the main reason for your break in study? Please provide details below - you may prefer to attach an explanatory letter. (Please attach any necessary supporting documentation, where relevant)

When do you propose to return from your break in study? (a break in study is usually for one academic year with return being in September of the next academic year):

Are you intending to return to the same programme and year of study? **YES/NO**  
If no, please give details:

Break in study requests must be discussed with your SCM/GCD.  
Please indicate with whom you have discussed your situation:

☐ **Please tick this box if you would like any units which you have completed during this academic year to be considered at the assessment board in July**  
Please note there are possible funding implications and also if these units have been affected by extenuating circumstances there may be implications.

Please provide unit code and unit titles of any units you would like the assessment board to consider:

☐ **Please tick this box if you would like permission to use library facilities during the period of intermission.**  
**Please state the reason(s) why here:**

**THE RELEASE OF INFORMATION – HOME/EU STUDENTS WITH STUDENT  
FINANCE ENGLAND**

Providers are required to inform Student Finance England when students leave their programme of study either temporarily or permanently.

**BREAK IN STUDY – APPROVAL BY SENIOR CURRICULUM MANAGER/ GROUP  
CURRICULUM DIRECTOR**

Name:

Signature:

Date:

**Please ask your directorate to sign this form. When fully completed and signed,  
please send to [Higher.Education@ncclondon.ac.uk](mailto:Higher.Education@ncclondon.ac.uk)**

**HE Quality USE ONLY**

**APPROVAL BY GROUP DEPUTY DIRECTOR:HE**

**Check whether the student can complete within the maximum period for award.  
Are there grounds for extending the maximum period? YES/NO**

**Signature:**

**Date:**

**Condition Imposed for Return/Reason:**

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