*This form is to be used by students wanting to temporarily suspend from their studies at the University and should be completed and emailed to your Academic School/Department.*

**SECTION A: (to be completed by the student)**

| **STUDENT DETAILS** |
| --- |
| **Surname:** |  | **Forename(s):** |  |
| **Student Number:** |  |
| **School/Department:** |  |
| **Programme:** |  |
| **Year of Programme (e.g. 1/2/3):** |  |
| **Personal Tutor/1st Supervisor:** |  |
| **Sponsor details (PGR students only)** | *Please tell us the name of any sponsor who pays some/all of your fees* |
| **PRIMARY REASON FOR SUSPENSION (select one only)** |
| [ ]  Financial[ ]  Medical [ ]  Personal/Family[ ]  Parental/Maternity/Adoption | [ ]  Employment difficulties[ ]  Internship/Placement[ ]  Other reason – please give details:  |
| **Brief explanation:** |  |
| **Last Date of Engagement** | DD/MM/YY |
| **Have you suspended before?** | [ ]  Yes [ ]  No | **If yes, when?** |  |
| **Date you wish to suspend from?** | DD/MM/YY | **Date you intend to return?** | DD/MM/YY |
| **PGR Tier 4 Students only** |
| **Are you seeking a suspension period of less than 60 days** | [ ]  Yes [ ]  No | **Expiry date of current Visa** |  |
| **STUDENT DECLARATION**  |
| I have read the guidance notes available on the [Suspension of Studies web page](https://www2.le.ac.uk/offices/sas2/studentrecord/withdrawal/suspension) and I confirm that I understand the following:* the implications of suspending from my studies at the University
* that I have discussed suspending with my School/Department
* that completion of this form does not release me from any accommodation contract I may have signed
* that I may be liable for a proportion of my tuition fees and that the University will inform Student Finance England/Home Office (where appropriate) of my change in circumstances and that this may have implications for my finances and/or immigration status
* that I will be notified by email once my request has been processed
* that if I hold a Tier 4 Visa, it is my responsibility to check the implications of my suspension request with the Student Immigration, Advice and Compliance Team.
 |
| **Student Signature: ……………………………………………………………..……………………………… Date: ……………………………….…………………………………***If you are completing the form electronically and emailing it to us from your University email account, you can type your name in the Signature section.* |

**Please send this form to your school/department for completion of Section B**

**SECTION B: (School/Departmental Use)**

| **Date received** |  | **Last Date of Engagement** |  | **Evidence used (to confirm engagement)** |  |
| --- | --- | --- | --- | --- | --- |
| **Date suspension from** |  | **Date of return** |  |
| **Will the student be able to complete within their registration period?** | [ ]  Yes [ ]  No**\***\*If no please contact Student Records to discuss |
| **If a mid-year suspension please detail modules/assessment to be completed upon student’s return** |
|

| Module Code | Assessment outstanding | Action to be taken |
| --- | --- | --- |
| Sequence (e.g. 001, 002 etc.) | Title | Deadline date | Close off | Carry Over | Other (please provide details) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

 |
| **SCHOOL/DEPARTMENT DECLARATION** |
| We have discussed the implications of suspension with the student and confirm the dates of suspension as above. Where a student is suspending mid-year we have confirmed with the student the details of the modules/assessments to be completed upon their return. |
| **Processed by** |  | **Date** |  |
| **Role** |  |
| **SECTION C: (PGR Supervisors Only)** |
| **SUPERVISOR DECLARATION** |
| **I support this student’s request to suspend their studies.****I also confirm that if they are a Tier 4 sponsored student that they are still able to submit within their current visa period.** | [ ]  Yes [ ]  No**\***\*If no please provide details: |
| **1st Supervisor** |  | **Date** |  |