*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** |  |