

TALK... DON'T WALK

Suspension of Studies

NCD UNIVERSITY
CENTRE

Suspension of studies

If your personal circumstances are having a long-term effect on your ability to engage with your study programme and mitigation or extension to deadlines is not a suitable option, suspending your studies for up to a year may be the right option for you.

This may be for health reasons, family or work commitments or issues, or even the opportunity to spend a year travelling the world!

How to apply for a suspension of studies

Firstly, speak to your tutor who will be able to help you decide whether suspension of studies is appropriate. You don't need to disclose any sensitive issues but you will need to give a brief overview of why you want to take a temporary break from studying.

Your tutor will contact the College's Registry department and they will send you a link to an online application form. You will be asked to complete and return the form within ten working days and Registry will then start the process to suspend your enrolment. The form is very straightforward and Registry can help you with any details if necessary.

You will not have access to any college IT systems or facilities while on the suspension of studies, apart from counselling and advice services. You may want to save any work you would like to keep on a personal device.



Financial implications

If your fees are being paid via a loan from the Student Loan Company (SLC) the payments to the College will be paused at the point that you go on suspension. The remainder of the fees will start being paid to the College when you resume your studies.

If you do not return from the suspension of studies, you will be withdrawn from your programme and the usual fee liability will be applicable. You can see the **Tuition Fees Policy for further details**.

You can also visit the government's **Student finance if you suspend or leave** web page for details about any SLC maintenance loan you might have and additional support in case of hardship.

Academic implications

If you decide to suspend your studies, the programme may have changed by the time you return. For example, if you had planned to take one particular optional module, that option might not be running the following year.

There are a number of reasons that a programme might change, including re-validation, staff availability or low student numbers. There may also be changes to professional regulations associated with some programmes. The College will advise students as soon as possible where this happens.

Timeframes and arrangements for returning to your studies

A suspension of studies can be granted for up to one year. An extension may be granted for up to another year but a second application will be required at the end of the first suspension and it will be presented to a panel for approval (including consultation with The Open University where applicable).

When your application is processed, you will agree an expected date of return and your tutor will agree a schedule of contact with you so that we can keep in touch and give you any updates.

Your tutor will contact you around four weeks before your expected date of return so that we can prepare for your return to college.

If you decide not to return

If you choose not to return from the suspension of studies, we will withdraw you from the programme using the start of the suspension as the date of withdrawal. We will write to you to confirm the details and you should make sure you are aware of any financial implications associated with the withdrawal. Again, the government's **Student finance if you suspend or leave** web page has further details.

Additionally, if we do not receive any response to the tutor's contact within one month of your expected date of return, we will write to you about withdrawing from the programme following the **HE Withdrawals Policy**.

Further advice

Our Advice, Support and Careers (ASC) department can help with a range of support from counselling services to financial issues.

You can contact them at **asc@newdur.ac.uk**.

The Finance team can advise on a range of matters relating to tuition fees and the Student Loan Company. Contact them at **income@newdur.ac.uk**.

The Registry department will advise on the suspension of studies process and send the link to the application form. Email your query to **registry@newdur.ac.uk**.

Student Finance England can be contacted for any SLC queries:

www.gov.uk/contact-student-finance-england

Telephone: 0300 100 0607

Text relay (if you cannot hear or speak on the phone): 18001 then 0300 100 0607

