

# Request for suspension of studies from Further Education course

The [procedure for requesting a suspension of studies](https://portal.leeds-art.ac.uk/content/process-students-requesting-withdrawalsuspension-studies-fe) must be followed as soon as you have decided that you wish to suspend. You should read the *Frequently Asked Questions* at the end of this form.

A suspension of studies can only be authorised on the recommendation of the Course Leader.

Student: Student name

Student ID: Student ID

Course: Select course

Last date of attendance: Select date

Date notified: Select date

## Comments of the Course Leader

Input details of the reasons for suspension of studies

Reason for suspension:

[ ]  academic [ ]  personal [ ]  medical / disability [ ]  financial [ ]  employment

[ ]  other if other, input detail

Date of proposed return to study: Input date

## Achievement on current course

Tick the units the student has completed and achieved in current year:

[ ]  Unit 1: The Creative Process

[ ]  Unit 2: Developing Creative Practice

[ ]  Unit 3: Responding to a Set Brief

[ ]  Unit 4: Researching a Specialist Industry Practice

[ ]  Unit 5: Specialist Technical Skills Development

[ ]  Unit 6: Specialist Creative Outcome

## Finance / funding implications

*Course Administrator to complete with guidance from PMI and Finance, if required.*

Fee status:

[ ]  FW 16-18 [ ]  Advanced Learner Loan [ ]  paid fee (full) [ ]  paid fee (instalment)

[ ]  international fee [ ]  FW first Level 3 [ ]  other if other, input detail

Fee implications: Details of any fee implications, to be advised by Finance

Funding implications: Details of any funding implications, to be advised by PMI

## Accommodation implications

*Course Administrator to complete with guidance from Academic Registrar, if required.*

Details of any accommodation implications, e.g. if the student lives in student halls

## Signature confirmation

Signature of student: Student to sign / input name Date: Select date

Signature of Course Leader: Course Leader to sign / input name Date: Select date

**Suspension of study - frequently asked questions**

What happens to my fees?

This will depend on your course and how far through the academic year when you interrupt your study. Your form will be sent to our Finance Department, as part of the process, and you will receive information about your fee status. If you are in receipt of the Advanced Learner Loan, you should phone Student Finance England on 0300 100 0607.

What should I do with loan equipment?

University equipment on loan to you should be returned as soon as possible and at the latest by your last day of attendance.

When should I return my library books and can I continue to use the library during my interruption?

They should be returned straight away and any outstanding fines paid. You may continue to use the library for reference; if you wish to borrow from the Library (with certain restrictions) the Library will be able to advise you in more detail.

Can I still use studios and other facilities while I’m not at University?

No. The studios and other resources are provided for current students.

What about my student email address?

Your email address will not be suspended. Please check it regularly as we will be contacting you via your University email.

Do I have formal end and return dates?

Yes, they will be agreed in your discussion with the Course Leader.

I have booked a trip/ visit and paid my deposit – what happens now?

You should speak to your Course Administrator to see if you are entitled to a refund.

I am a student representative, who should I tell?

You should contact the Students’ Union Liaison Officer so that another representative can be found.

How do I get to know about next year’s timetable?

Your Course Administrator will contact you prior to you return with details of your course start date and timetable.

I’m an overseas student – what happens to my visa?

As you are not going to be a student we are legally required to inform the UK Visas and Immigration agency (UKVI) that you are not studying with us for a while. Even with a current visa you will not have a valid reason to stay in the UK so you will need to return to your home country. When you are ready to continue your studies you may need to re-apply for your visa. The International Office will be able to advise you (internationalisation@leeds-art.ac.uk).

What about my accommodation?

You will need to talk to your landlord if you are in private accommodation, the manager at the halls of residence or Unipol. Your contract is with them and not the University and there may be financial implications if you end your tenancy. The Course Administrator will be able to advise you.