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| REQUEST FOR SUSPENSION OF STUDYFROM FURTHER EDUCATION COURSE |  |
| **Student Name:** |  | **Student ID:** |  |
| **Course:** | Extended Diploma in Creative Practice | **Year of Study:** | Year 1 |
| **Last Date of Attendance:** |  | / |  | / |  | **Date Notified:** |  | / |  | / |  |

The following procedure must be followed as soon as you know that you wish to suspend your studies before the end of the course, and can only be authorised in writing on the recommendation of the Course Leader. You should also speak to the Finance department regarding any outstanding tuition fees.

1. **COMMENTS OF THE COURSE LEADER**

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| **Reason for suspension:**

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| [ ]  | Academic | [ ]  | Personal | [ ]  | Medical/Disability | [ ]  | Financial |
| [ ]  | Employment | [ ]  | Other |  |

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| **Unit information:**

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| **Unit title** | **Achieved in current year** | **To be taken** **on return** |
| Unit 1: The Creative Process |  |  |
| Unit 2: Developing Creative Practice |  |  |
| Unit 3: Responding to a Set Brief  |  |  |

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| **Date of proposed return to study:** |  |

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| **Signature of Course Leader:** |  | **Date:** |  | / |  | / |  |

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1. **FINANCE/ FUNDING IMPLICATIONS** *(Course Administrator to complete with guidance from PMI and Finance)*

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| **Fee status:**

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| [ ]  | Paid fee (full) | [ ]  | Paid fee (instalment) | [ ]  | International fee | [ ]  | Adv. Learn. Loan |
| [ ]  | FW 16-18 | [ ]  | FW First Level 3 | [ ]  | FW other |

**Fee implications** (to be advised by Finance):**Funding implications** (to be advised by PMI): |

**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 receipt of the Advanced Learner Loan, you should phone Student Finance 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 e-mail address?***

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

***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?***

Contact your Course Administrator by email in May who will be able to advise you.

***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 UKV&I 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.

***What about my accommodation?***

You will need to talk to your landlord if you are in private accommodation or the manager at the halls of residence or Unipol. Your contract is with them and not the University. The University’s Academic Registrar will be able to advise you.

1. **ACCOMMODATION IMPLICATIONS** *(Course Administrator to complete with guidance from Academic Registrar)*

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| **Signature of student:** |  | **Date:** |  | / |  | / |  |

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| **Office use only:**

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| **Course admin:** | Confirmation letter to student □ | Removed from Clickatell □ | Registers updated □ |
| **PMI:** | Agresso updated □ | ILR updated □ | Inform FE WD group □ |

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