



Suspending of Studies

Part-time students

If you are thinking about taking time out from university, there are financial implications to be aware of. The actual costs will differ depending on your individual circumstances and at which point in the year you suspend your studies, please see below for more information.

Do I have to repay back any scholarships/bursaries from YSJ?

For bursaries and scholarships, the university will be in contact with you in regards to any under/overpayments. If you are receiving any other funding from the University or an external agency, please contact them direct for advice.

If you are a PGCE/School Direct student in receipt of the Get into teaching training bursary/scholarship, this is paid on a monthly basis and if the last date of attendance is backdated to a previous month, the bursary/scholarship payment will need to be repaid for any months without attendance. Payments will resume when you return to your studies, for a total of 10 payments between October and July. For further information, please contact the Finance team on finance@yorksja.ac.uk.

NHS (LSF) Students

The University will inform the NHS Learning Support Fund of your change in attendance; however, you should also contact the NHS Learning Support Fund (NHS LSF) helpline as soon as possible on 0300 330 0521 to enable them to stop any further payments. The NHS will then work out if you are owed any payments and contact you to advise.

Please note: if you suspend your course before the 31st August and you have been in receipt of the NHS Training Grant, you may be in an overpayment situation because the grant is assessed up until this date.



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How much do I owe in tuition fees?

Part-time students charged by academic year.

Students who start their studies in September	
Student suspends during:	Fee Liability
Fee Liability Period 1 (7 October – 31 December)	25% of full fees
Fee Liability Period 2 (1 January – 27 April)	50% of full fees
Fee Liability Period 3 (from 28 April)	Full fees

Students who start their studies in January	
Student suspends during:	Fee Liability
Fee Liability Period 1 (10 February to 27 April)	25% of full fees
Fee Liability Period 2 (28 April to 30 September)	50% of full fees
Fee Liability Period 3 (from 1 October)	Full fees

Students who start their studies at any other time	
Student suspends:	Fee Liability
After their 2nd week but before the end of month 4 of their recorded start date	25% of full fees
From start of month 5 but before the end of month 8 of their recorded start date	50% of full fees
From start of month 9 of their recorded start date	Full fees

Full time students charged per module	
Student suspends having:	Fee Liability
Attended fewer than 3 sessions/lectures	25% of full fees
Attended 3 sessions/lectures or more	Full fees



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Do I have to repay back my loans?

Once you suspend your studies the Student Records team will inform your funding body e.g., Student Finance England of your period of suspension which will mean that your payments will stop during this time. Student Finance will reassess the funding you have received. Your loan entitlement will be recalculated based on your period of attendance until you suspended, the university will use your last date of attendance as your suspended date and inform Student Finance of this.

If any of your loan covers the period after your last date of attendance, this counts as an overpayment and you'll need to repay it straight away.

Once you have been reassessed, the Student Loans Company will send you a letter to confirm any overpayments and when these need to be repaid. If you need to make any repayments straight away, please contact them to arrange this in a way which is affordable for you.

You will also be sent a new Notification of Entitlement letter. This will show your reduced loan entitlement.

If you suspend your studies due to ill health and the university confirms this with Student Finance, you can continue to receive a further 60 days of all your support without providing supporting evidence to Student Finance. For the university to be able to return you as suspending on ill health you will need to state this on your application for suspension of studies and will need to provide substantial medical evidence.

Please note: whilst on suspension students are not usually able to claim welfare benefits, however, if you would like any further advice on this, please contact your local Citizens Advice <https://www.citizensadvice.org.uk//>.

For further information on suspension of studies and the implications, please visit our [Suspension of Studies](#) webpage.



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When do I re-apply for next year's funding?

You can re-apply for funding once the applications become available; this is usually in February/ March time. If you are returning mid-year, Student Finance will be notified of your return date and will pro-rata any funding you are eligible for. If you are repeating the full year, you will need to make sure that you state on the application that this is a repeat year. This will be asked in your funding application.

Repeating a year

If you are repeating a year following your period of suspended study, this can affect your student finance. The number of years that you can get student finance is usually calculated as:

Length of current course + 1 year - number of years of previous study = funding years remaining

Even if you only attended a course for a short time, it will count as a year of previous study.

If you have Compelling Personal Reasons (CPR) as to why you are suspending from university, such as illness or bereavement, you can write a letter of Compelling Personal Reasons to Student Finance so that the year in question does not count when they are calculating the funding years you have remaining.

For more information on this, please visit [Going back to uni or repeating a year](#)

Further Information

If you need more information or your circumstances aren't covered here, you can contact Student Finance on 0300 100 0607 between 8am and 8pm, Monday to Friday and Saturday between 9am and 4pm. Alternatively, you can chat with an adviser via webchat on [your online account](#), Monday to Friday between 9am and 5.30pm.