

Guidance Notes

Please read the **Suspension of Studies Policy** and procedure document before completing this form.

Please note: The date you suspend from can have a significant effect on the amount you pay for your tuition fees and on the amount of any fee refund you may be eligible for. This applies to students receiving a Student Loans Company (SLC)/Student Finance England (SFE) Tuition Fee Loan as well as to students paying their own fees.

If you are an international student on a Tier 4 visa, your visa status in the UK will be affected if you suspend your studies.

PART 1 – to be completed by the student

About you

Name		Student ID	
Programme		Year of study	
Email address (for contact during period of suspension)			

Dates of suspension

The normal period of a suspension of studies is one year. You will normally return to your programme 12 months from your last date of attendance. If you would like a shorter period of suspension please contact the Student Records Team for guidance.

You will not normally be allowed to repeat periods of study longer than one half of a module's teaching, except in exceptional circumstances with approval by the Concessions Committee, since this may give an unfair advantage over other students. Any requests to repeat more than one third of the teaching will need to be supported by evidence that the previous teaching period was damaged by your exceptional circumstances prior to suspending.

You may be required to pay <https://www.yorks.ac.uk/students/exams-and-assessment/reassessment/> if approval is given for you to repeat more than one third of a module's teaching.

	Date: DD/MM/YY
Your last date of attendance is/was: <ul style="list-style-type: none"> Please specify full, exact date. This is either the last day you attended, submitted a piece of work, or showed substantial online engagement with a YSJU academic forum such as Moodle. 	
Your date of return will be:	

Grounds for application

Please indicate, **by placing a cross in the box**, the explanation(s) that best describe your circumstances:

Reason for application		Examples of documentary evidence to submit with this form
<input type="checkbox"/>	Medical	<i>Doctor's note, hospital letter, other qualified health practitioner's letter</i>
	<input type="checkbox"/> Mental Health	
<input type="checkbox"/>	Personal	<i>Formal letter of explanation and statement of support from tutor</i>
<input type="checkbox"/>	Academic	<i>Formal letter of explanation and statement of support from tutor</i>
<input type="checkbox"/>	Financial	<i>Bank statement or letter, formal letter of explanation, funding body correspondence</i>
<input type="checkbox"/>	Parental Leave	<i>MATB1 form, birth certification</i>

Evidence enclosed

Please list and attach your documentary evidence (see examples above).

Do not submit a form without the required documentary evidence – forms will not be processed until the evidence is received. If you have no evidence you will need to write a formal letter of explanation.

PART 2 – to be completed by the student and Associate Head/Dean or Course/Programme Lead

Module and assessment information

Please list any assessment deadlines for:

- Assessments not complete before your last date of attendance
- Assessments that are recommended to be repeated

Student to complete					Subject Director to complete	Registry to complete (post approval)
Module code	Module title	Assessment	Deadline date	Submitted? (Yes / No)	Recommend mark or non-submission to be set aside (Yes / No)	

Student declaration

Please indicate, by placing a cross in each box, your agreement with each of the following statements before signing the form

<input type="checkbox"/>	I have sought/will seek academic advice from the Associate Head of School.
<input type="checkbox"/>	I have discussed the fee or SLC/SFE funding issues with Student Funding and fully understand the implications of suspension.
<input type="checkbox"/>	International students in the UK on Tier 4 visas: I understand that the University will notify the Home Office of my suspension of studies. I have discussed and fully understand the visa consequences of my suspension with the International Office.
Student signature	
Date	

Please obtain the required signature below from the Associate Head/Dean or Course/Programme Lead to confirm your programme supports your request for suspension, to confirm the details of your last date of attendance, and to confirm the status of your assessments.

When this form is completed and signed by the Associate Head/Dean or Course/Programme Lead it should be returned to the Student Records Team in the Registry for approval. You will receive confirmation of the decision by email.

For further details on how and why we keep your information please refer to our Student Data Protection Statement: <https://www.yorksj.ac.uk/university-secretarys-office/what-we-do/data-protection/>

**PART 3 – To be completed by the Associate Head/Dean or Course/Programme Lead.
FOR COMPLETION BY YORK STJOHN UNIVERSITY PERSONNEL ONLY.**

Associate Head/Dean or Course/Programme Lead supporting statement

Please include any changes to the programme on the student's return and/or changes to assessment. For example, where an alternative assessment will be required for group work to be completed on return, or changes to curriculum where the modules taken on return will be different to those the student planned to take before suspending

Please confirm any recommendations for conditions for return from suspension of study

If a change of programme is required upon return, where the new programme remains in the current subject area please complete this section.
If the change is to a programme in a different subject area then an [Application for a Change of Programme](#) form would also need to be completed and signed by the new Subject Director.

Revised Programme	Mode (full-time / part-time)	Level (3/4/5/6/7)	Discussed with student (Yes / No)

Checklist

<input type="checkbox"/>	Part 1 – if more than one third of the module(s)' teaching is recommended to be repeated the evidence must support that the previous teaching has been damaged by the circumstances. These recommendations will be considered by the Concessions Committee.
<input type="checkbox"/>	Part 1 – Last date of attendance confirmed
<input type="checkbox"/>	Part 2 – assessment information confirmed and, if applicable, recommendations to the Concessions Committee are indicated for the setting aside marks.
Name	
Role	
Signature	
Date	

PART 4 – to be completed by Student Records Team.

FOR COMPLETION BY YORK ST JOHN UNIVERSITY PERSONNEL ONLY.

	Action	Initials and date
1	Checked by SR team	
2	SR approval	
3	Checked by Assessment Team	
4	Special Case Committee (if required)	

5	Modules amended (Assessment Team)	
6	SoS processed on SITS	
7	SoS notification sent to student & School (& Visa team if necessary)	
8	CoC form sent	
9	Scan and save documents in student's record (original shredded)	

Conditions/requirements for return

Student Records, Registry (Registry Advisor) approval			
Signature		Date	