

If you wish to suspend your studies, please complete all sections of this form and return it to **Student Administration** studentadministration@glyndwr.ac.uk. Your suspension must be approved by your Programme Leader or Student Success Coordinator (WGU Online students only)

1 - Student			
Student number (from ID card):	<input type="text"/>	Date of birth:	<input type="text"/>
First name:	<input type="text"/>	Surname:	<input type="text"/>

2 - Programme	
Programme:	<input type="text"/>
Level of study:	<input type="text"/>

3 - Suspension details (both dates must be completed)	
Date of suspension:	<input type="checkbox"/> Date as declared by student <i>OR</i> (if not available) <input type="checkbox"/> Date of last known attendance or engagement <i>OR</i> (if not available) <input type="checkbox"/> Date agreed by Programme Team (<i>Please tick</i>) Note: Date given will determine WGU Tuition Fee and Student Loan liabilities
Proposed date of return to programme:	
<input type="text"/>	

Please confirm if the University has offered support to you

Please identify your reason(s) for suspension: please give as much detail as possible to help us understand why you wish to suspend

<i>What support have you accessed?</i>	<input type="checkbox"/> Personal Tutor	<input type="checkbox"/> Counselling	<input type="checkbox"/> Inclusion
<input type="checkbox"/> Student Health and Wellbeing	<input type="checkbox"/> Chaplaincy	<input type="checkbox"/> Students' Union	<input type="checkbox"/> Academic Study Skills
<input type="checkbox"/> Careers and Employability	<input type="checkbox"/> Funding Money Advice	<input type="checkbox"/> Other (please state): <input type="text"/>	

Student signature:	<input type="text"/>	Date:	<input type="text"/>
IF STUDENT NOT AVAILABLE, PLEASE PROVIDE EVIDENCE AND ATTACH TO FORM			

4 - Academic approval (must be completed for ALL students)	
How will the student be supported during suspension? (choose from drop down)	
PL or SSC Name	<input type="text"/>
Date:	<input type="text"/>
Programme Leader or SSC signature:	<input type="text"/>

5 - Immigration Compliance approval (Tier 4 Students ONLY)	
On behalf of the Immigration Compliance Office, I confirm that the student has been fully informed of the implications this suspension will have on his/her immigration status in the UK. The student has been told that the University may be obliged to report this suspension to the UKVI.	
Name:	<input type="text"/>
Date:	<input type="text"/>
Signature:	<input type="text"/> (On behalf of the Immigration Compliance Office)

SPSA use only	FT <input type="checkbox"/> / PT <input type="checkbox"/>	SPSA Staff Initials:	<input type="text"/>
	COC Required: Y <input type="checkbox"/> / N <input type="checkbox"/>	Date:	<input type="text"/>

Mae'r ffurflen hon ar gael yn y Gymraeg/This form is available in Welsh