Restart Form: Same Programme

We use the University of Northampton’s Restart Form.

You may not recognise some of the departments or job titles referred to in this form. This is because they are referring to departments/job titles at the University of Northampton.

Bloomsbury Institute students should complete and return the form to Registry via SSP.

Before sending this form, you are advised to discuss your situation with your Academic Administrator, your Module/Course Leader and/or a member of SEWS.

If you have any problems with completing this form, please contact your Academic Administrator at [academic.admin@bil.ac.uk](mailto:academic.admin@bil.ac.uk)

Text

Description automatically generated

**RESTART FORM for the SAME programme - All Students**

**Privacy Policy**

For full details of the University of Northampton’s Privacy Policy please go to <https://www.northampton.ac.uk/about-us/privacy-policy/>

**Information collected**

*The personal information you have provided is to enable us to process your request accordingly.  The information will be stored electronically on the Student Record system.*

*The information you have provided will be kept for as long as it is necessary to fulfil that purpose and then disposed of in a confidential manner.  This period will not exceed the time required for processing the form and allowing for any additional correspondence.*

*Information provided may be shared internally with relevant staff within the Institution. This includes/may include academic colleagues within your subject(s) area and Student and Academic Services.  Such sharing will be compliant with both the General Data Protection Regulation and the Data Protection Act 2018.*

*Information provided may also be shared with relevant external organisations and service providers.  This may include: Student Finance England; Professional Funding Bodies; Partnership Providers or any other third party where we are required to comply with legal obligation.  Such sharing will be compliant with both the General Data Protection Regulation and the Data Protection Act 2018.*

*Supplying this information means that you are entering in to an agreement with the University and as such you agree to the University holding and using it for the purposes for which it was provided.*

For assistance in completing this form please see [Student Information Desk](http://www.northampton.ac.uk/student-help-desk/).

**Important information for using this form:**

1. For any request to restart on the same programme please make an appointment with an [Academic Adviser](http://www.northampton.ac.uk/new-students/support-for-your-studies/) to discuss your options.
2. Discuss your restart request with the Admissions Tutor or Programme Leader for your programme.
3. If you would like to request to restart on the same programme you need to provide evidence to support this. **Please note:** Restarts at Levels 5 and 6 are only permitted in exceptional circumstances related to extreme mitigating circumstances.
4. You are strongly advised to contact the [University’s Financial Guidance Team](mailto:money@northampton.ac.uk) to clarify the financial implications and to understand what action to take with Student Finance England, Wales or EU. **Please note:** After week 2 of the programme start date all students will be liable to pay a tuition fee. Students who are receiving funding should be aware that this will be considered a full year of funding by Student Finance England, Wales and EU.
5. Please also read [Section 3.8 in the University’s Regulations](http://tundrasearch.northampton.ac.uk/results/searchresult.aspx?Search=&Title=&Description=Academic+and+Supplementary+Regulations+2017%2F18&submit=Search) to ensure you understand the regulations on restarting.
6. Complete all sections of the form and obtain required approval and signatures.
7. **Tier 4 Students only** You must also obtain a signature from International Student Support Services (ISSS).
8. Requests without signatures **will not** be processed.

# RESTART FORM for the SAME Programme - All Students

**Please complete all sections of the form**

## Section 1 – Student details

|  |  |
| --- | --- |
| Name: | Student No: |
| Contact Telephone no: | Email: |
| Last Date of Attendance or proposed last date: |  |

## Section 2- Programme Details

|  |  |
| --- | --- |
| **Restart Date:** | DD/MM/YYYY |
| **Study Mode:** | Full Time  Part Time |
| **Level:** | (Foundation)  (UG)4  (UG)5  (UG)6 |
| **Proposed Module Codes:** |  |

## Section 3 – Reason for Restart Request:

|  |
| --- |
| Please detail the reason that you wish to restart your programme: |
| **I am making this request due to the impact of Covid -19** |
| **I have attached evidence to support my restart - please tick**  **List evidence attached:**   1. ………………………………………………………………. **3.** …………………………………………………………………… 2. ………………………………………………………………. **4.** …………………………………………………………………… |

## Section 5 - Support from ISSS (for Tier 4 students only)

ISSS Staff Name: ................................................. Signature: ...................... Date: ............

## Section 6 –Programme Leader Approval

|  |
| --- |
| **For Joint Honours, signatures are required for both subjects.**  Name: ................................................. Signature: ............................... Date: ..............  Name: ................................................. Signature: ............................... Date: ..............  **Any special requirements to be met before restarting on the programme:**  ...................................................................................................................................  ................................................................................................................................... |

|  |
| --- |
| **Student Declaration:**  I confirm that I have read and understood the Student Restart Guidance Document.  I confirm that I have read and understood the Financial Guidance Document and the impact that a restart will have upon my student status.  I confirm I have consulted the [Financial Guidance](mailto:money@northampton.ac.uk) team regarding my request to restart.  I understand and accept the implications of this request. I also understand that final approval will be subject to approval from an Academic Adviser, Student Record checks, entry qualifications and available space on the programme. I understand that I will receive formal notification of the outcome of my application by email.  **Student Signature:** ………………………………………………………………………….. **Date:** …………………………… |

**Please complete ALL information and upload the form on Student Self-service Portal (SSP) or send it to** [**academic.admin@bil.ac.uk**](mailto:academic.admin@bil.ac.uk).

## OFFICE USE:

**Academic Adviser Decision Approved:**  **Not Approved:**

**Reason for decision:** ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

Name: ................................................. Signature: ............................... Date:

**Admissions Decision Approved:**  **Not Approved:**

**Reason for decision:** ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

Name: ................................................. Signature: ............................... Date: ................

Checked by SID

Submitted within deadline

ISSS approval for Tier 4

Log updated

Form to Admissions

(Level 4 restarts only)

Entry requirements met (Level 4,

D/Entrants)

Admissions to send OH/DBS

No previous Restart granted

QLS amended

Internal notification

SFE/Bursary notification

Set student year

Significance

Doc Tracking code