**Study Break Application Form**

# Guidance notes

A study break is when you take a break from your studies having already studied for more than two weeks. A study break normally has to be either for: (i) one semester (minimum); or (ii) one academic year (maximum). A study break is normally taken because of a long-term illness or other personal circumstances.

Before taking a study break, we would recommend that you first discuss the matter with a Student Wellbeing Advisor in the Centre for Student Engagement, Wellbeing and Success to be sure that you are making as informed a decision as possible. It may be that there is an option other than a study break, or that there are consequences of which you are not aware. Remember we are here to support you as much as we can. You can make an appointment to see a Student Wellbeing Advisor by email sews@bil.ac.uk.

# Section 1 – Student information

|  |  |
| --- | --- |
| Name: | Student No: |
| Contact Telephone no: | Date of Birth: |
| Email Address: |  |
| Last date of attendance/ proposed last date: |  |
| Current Programme: |  |
| I wish to take a break from *DD/MM/YYYY* | to *DD/MM/YYYY* |
| Reason for request: |
| I am making this request due to the impact of Covid -19 [ ]  |

# Section 2 – Programme Leader support for request:

|  |
| --- |
| The student has discussed this study break with me and been given the following advice: |
| Name:Signature:Date: |

# Section 3 – ISSS (for Tier 4 students only):

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| The student has discussed this study break with me and been given the following advice: |
| ISS Staff name:Signature:Date: |

# Section 4 – Student Declaration

I understand that I may be asked to attend enrolment before the suggested start date to re-register on to the course prior to commencing studies, without which I may not be enrolled on to the new course.

International students on a Student Visa: I confirm that I am aware that this change could affect my immigration status in the UK and that Bloomsbury Institute is required to report status changes to UK Visas & Immigration.

I have discussed the financial implications with a member of the Finance team and by signing this form,
I confirm that I am aware and understand how this may affect me in the future.

I understand that during a study break, I will not be engaging with the course, and that as a result I will not have access to relevant facilities. In addition, any approved Oyster cards will be cancelled, and I will have to re-apply on resumption of my course.

I understand and accept the implications of this request. I also understand that final approval will be subject to approval from the University of Northampton. I accept responsibility for any consequences of not acting on the advice I have been given (including advice for Tier 4 students from Academic Administration team).

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## OFFICE USE:

**Academic Administrator Decision Approved:** [ ]  **Not Approved:** [ ]

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

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**Name:** ................................................. **Signature:** ...............................

**Date:** ……………………

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| --- |
| **Student Records Senior Team Leader – Final Approval****Comments:****Confirmed Dates of Study Break:** ........../........../..........to ........../........../..........**Name:** ................................................. **Signature:** ............................... **Date:**…………………… |

**OFFICE USE:**

Approval letter sent to student [ ]  **International Students**

QLS amended [ ]  Form signed by Compliance Manager[ ]

 Copy form sent to ISSS [ ]

Internal notification:

Module Leaders [ ]

Other Student Records [ ]

Exams [ ]

Placements [ ]

Student Loan Co/bursaries [ ]