

HOW DO I INTERRUPT MY STUDIES?



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INTERRUPTION TO STUDIES: GUIDE FOR STUDENTS

It may be appropriate for you to take a break away from your studies for a period of time due to personal circumstances. Examples of why students interrupt study include pregnancy, medical reasons, bereavement, work, family or financial commitments.

Always discuss the position with a tutor you feel comfortable talking to or Student Well-being Services first as there may be other options available. Independent Academic Advice can be sought through the Students' Union Advice Centre.



WHAT IS AN INTERRUPTION TO STUDY?

An Interruption to Study is the formal process for seeking and approving a break from study for a period of more than one month and not normally exceeding 12 months.

Interruptions to study are normally approved for one or two semesters.

During an Interruption to Study, students cannot formally engage with their course, must not attend classes, submit work for assessment, engage with any research, write up their thesis or attend examinations or supervisory meetings.

Act quickly, but please try not to make a hasty decision to withdraw from a course.

Retrospective requests to interrupt study will not normally be permitted, this means you need to apply for your interruption in advance.

STUDENT FINANCE

Interruption can affect your eligibility for current and continued financial support. Please contact your funding body e.g. Student Finance England/ Student Loans Company and/or NHS Bursaries, Career Development Loan provider or your sponsor / employer

ACCOMMODATION

- Check with your accommodation what implications there may be. UCLan Halls - Speak to our Student Accommodation Service as soon as possible.
- Private Accommodation - Speak to the landlord/housing agency with whom you have your contract.
- The Students' Union Advice Centre can provide further information on tenancy agreements and contracts.
- Contact details are on the back page.

INTERRUPTION TO STUDY PROCESS FOR STUDENTS ON TAUGHT COURSES

MAKE AN APPLICATION

The student should make an application in writing on the Interruption to study application form, which can be downloaded from the University's website at www.uclan.ac.uk/interruption

GUIDANCE

Students can obtain guidance on the application process from The <i>, CAS Hub, or their Academic Advisor.
[See the webpage for the process](#)

VISIT THE <I> AND SU ADVICE CENTRE

Visit The <i> for guidance on your interruption to study including financial information and if appropriate international immigration advice.

Students are also recommended to seek advice from the SU Advice Centre concerning benefit entitlement and Council Tax exemptions where relevant.

COMPLETE THE FORM

Students should fully complete the form and include a 'confidential statement in support of application' to explain the circumstances.

This must be supported by appropriate documentary evidence.

TAKE COMPLETED FORM TO COURSE LEADER

Students take the completed Application to Interrupt Study form together with supporting documentation to their Course Leader.

If approved the Course Leader will complete the relevant sections of the form.

SUBMIT FORM TO CAS HUB

Students must submit the completed, signed and stamped 'Interruption to Study Application' form, together with supporting documentary evidence to a CAS Hub within two working days of the form being signed and completed by the Course Leader.

Students will be formally notified of the success of their application within five working days of the submission of their application.

YOU CAN COMPLETE THIS PROCESS ELECTRONICALLY

Students can e-mail the form to the CAS Hub.

If a student submits the form electronically, a meeting between the Course Leader and the student could be held via Skype or telephone.

CAS HUBS CONTACT DETAILS

Allen Hub : AL007
Telephone: 01772 895566
allenhub@uclan.ac.uk

Brook Hub: BB204
Telephone: 01772 891992
brookhub@uclan.ac.uk

C&T Hub: CM235
Telephone: 01772 891994
candthub@uclan.ac.uk

Foster Hub: FB058
Telephone: 01772 891990
fosterhub@uclan.ac.uk

Greenbank Hub: GR006
Telephone: 01772 891998
greenbankhub@uclan.ac.uk

Harris Hub: HB120
Telephone: 01772 891996
harrishub@uclan.ac.uk

SUPPORT SERVICES

At UCLan we have various wellbeing services available to support you whatever your concern or problem may be - Disability Advisers, Library Drop In Support, Pre-school and Multi-Faith Centre etc.

- Struggling with anxiety, depression, homesickness, relationships or other life events? Help is available.
- UCLan Counselling Service
- Buddy Mentoring
- Headroom
- For other medical concerns: Visit UCLan Medical Centre

For any other issues or concerns that are making you consider leaving study, come and speak to [The <i>](#)

Postgraduate Research Students should view advice regarding PGR Withdrawals from Study



HELPFUL CONTACT DETAILS

THE <i>

Email: ti@uclan.ac.uk
Telephone: 01772 895000

THE STUDENTS' UNION ADVICE CENTRE

Email: suadvice@uclan.ac.uk
Telephone: 01772 894880

STUDENT ACCOMMODATION SERVICE

Email: saccommodation@uclan.ac.uk
Telephone: 01772 892529

DISABILITY SERVICES

Email: disability@uclan.ac.uk
Telephone: 01772 892593

STUDENT WELLBEING SERVICES

Email: ssw@uclan.ac.uk
Telephone: 01772 893020

FINANCIAL SUPPORT

Email: SFSTeam@uclan.ac.uk
Telephone: 01772 892583

PEER MENTORING

Email: peermentoring@uclan.ac.uk
Telephone: 01772 895012

STUDY SKILLS & WISER

Email: wiseraccess@uclan.ac.uk

MULTI-FAITH CENTRE

Telephone: 01772 892615