



Change in Circumstances: Break in Studies Form

Please ensure that you read the Change in Circumstances Guidance document before completing this form.

This form is for students who are requesting a **Break in Studies (BIS)** only. If you wish to withdraw from the College or transfer to another programme within the College, please complete one of those forms.

Student Visa students must communicate with the [Visa Team](#) before submitting this form.

Submit this form, fully completed, to Registry via registry@nchlondon.ac.uk.

Part A: Break in Studies

Section 1: Student Information (completed by the student)			
Student ID Number			
First and Middle Names		Surname	
University Email Address			

Section 2: Programme Information (completed by the student)			
Programme of Study	<i>(e.g. BSc Economics with Philosophy; BA PPE Economics)</i>		
Programme Start Date		Level of Study	
Reason for Break in Studies (please provide full details)			
Supporting Evidence <i>(medical assessment, notes, letters)</i>	Please list and attach copies:		
Anticipated Return Date			

Section 3: Evaluation (completed by the student)	
Tell us what has gone well with your studies:	
Tell us what might make studying at the College better for you:	
Tell us your thoughts and comments about student life at the College:	

Section 4: Student Declaration (completed by the student)	
I confirm that: I have been informed of fee implications. I have received information, advice, and guidance in relation to my BIS.	
Student Signature	
Date	

Section 5: Student Wellbeing Coordinator Declaration (completed by the Student Wellbeing Coordinator)	
I confirm that the student has received information, advice and guidance regarding the BIS.	
Student Wellbeing Coordinator (name)	
Signature	
Date	

Section 6: Head of Faculty Declaration (completed by the Head of Faculty)	
I confirm that I have discussed the request with the student and support their BIS. (enter start and end dates)	
Last date of attendance	
Head of Faculty (name)	
Signature	
Date	

Section 7: Visa and Immigration Compliance Declaration (completed by Head of Visa Compliance for Student Visa students and international students only)	
I confirm that the student has been given immigration advice.	
Head of Visa Compliance	

Section 7: Visa and Immigration Compliance Declaration (completed by Head of Visa Compliance for Student Visa students and international students only)

(name)	
Signature	
Date	

Section 8: Registry Declaration (completed by Head of Registry)

Head of Registry (name)	
Signature	
Date	

Part B: Return to Study

Section 9: Preparation for Return to Study (completed by Student Wellbeing Coordinator)

I have met with the student for at least one return to study meeting.
 I have received all relevant documentation to support their return to study.
 The Student Support Panel has been informed of the student's return to study in order to ensure the appropriate support is in place.*

Student Wellbeing Coordinator (name)	
Signature	
Date	

Section 10: Student Declaration (completed by the student)

I confirm that I will be returning to the College on:

Student signature	
Date	

Version History

Title: Change in Circumstances: Break in Studies Form				
Approved by: The Quality Team				
Version Number	Date Approved	Date Published	Owner	Proposed Next Review Date
3.0	July 2022	July 2022	Head of Registry	March 2024
2.2	January 2020	January 2020	ASC	January 2022
2.1	April 2019	April 2019	LASO	January 2021
2.0	January 2019	January 2019	SWC	January 2021
Referenced documents	Change in Circumstances Guidance			
External Reference Point(s)	UK Quality Code Theme: Enabling Student Achievement			