Support to Study Referral Form

Please submit completed form and supporting documents to Student Support and Development at [student.support@nchlondon.ac.uk](mailto:student.support@nchlondon.ac.uk). For additional information regarding the associated policy and procedure, please see the [Support to Study Policy](https://www.nchlondon.ac.uk/nch-general/).

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| **Student Information** | | | |
| Student ID Number |  | | |
| First and Middle Names |  | Surname |  |
| University Email Address |  | | |
| Current programme | [e.g. BA History with English; LL.B Law ] | | |

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| **Reason For Referral** *(please tick)* | |
|  | The above-named student has not agreed and/or engaged with the support plans. |
|  | The above-named student is being referred directly to Stage 2: Formal Procedure |

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| **Summary and Supporting Evidence** |
| *Please provide a summary of the case and list the documents that are being submitted to support this referral:[[1]](#footnote-1)* |

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| **Declaration** | |
| Staff Name |  |
| Staff Signature |  |
| Date |  |

# Version History

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| **Title: Support to Study Referral Form**  **Approved by: The Quality Team** | | | | |
| **Version number** | **Date approved** | **Date published** | **Owner** | **Proposed next review date** |
| 2.0 | August 2022 | August 2022 | Head of Student Support and Development | May 2025 |
| 1.0 | December 2019 | December 2019 | Registrar | September 2020 |
|  | | | | |
| Referenced documents | Support to Study Policy | | | |
| External Reference Point(s) | UK Quality Code Theme: Enabling Student Achievement; Learning and Teaching | | | |

1. Supporting documents may include reports, support plans, attendance registers, medical notes, emails (pdf form). [↑](#footnote-ref-1)