Support to Study Referral Form

Please submit completed form and supporting documents to the Academic Registrar. Student Support and Development is available to offer advice and support to students of concern. 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; LL.B Law] |

## Reason For Referral

*(please tick)*

[ ]  The above named student has not agreed and/or engaged with the support plans at Stage 1.

[ ]  The above named student’s wellbeing is so poor continuation at Stage 1 is no longer appropriate.

[ ]  The above named student is being referred directly to Stage 2: Formal Procedure

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| **Summary of Concerns** |
| *Please provide a summary of the concerns regarding the student. This should include specific examples of actions/behaviours giving rise to the concern. If relevant provide date, time and location of any incidents giving rise to concern.* |

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| **Supporting Evidence[[1]](#footnote-1)** |
| 1 |  |
| 2 |  |
| 3 |  |

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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****Location: Academic Handbook/ Forms Library** |
| **Version Number** | **Date Approved** | **Date Published**  | **Owner**  | **Proposed Next Review Date** |
| 23.3.0 | September 2023 | September 2023 | Head of Student Support and Development | May 2025 |
| *Version numbering system revised March 2023* |
| 2.0 | August 2022 | August 2022 | Head of Student Support and Development | May 2025 |
| 1.0 | December 2019 | December 2019 | Registrar  | September 2020 |
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| 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 format). Please ensure all documents are checked for GDPR compliance prior to appending. [↑](#footnote-ref-1)