Change in Circumstances: Break in Study/Break in Learning Form

[Instructions 1](#_Toc149633457)

[Section 1: Student Information 2](#_Toc149633458)

[Section 2: Programme Information 2](#_Toc149633459)

[Section 3: Reason for Break in Study/Break in Learning 2](#_Toc149633460)

[Section 4: Requested Return Date 2](#_Toc149633461)

[Section 5: Student Declaration 3](#_Toc149633462)

[Section 6: Visa and Immigration Compliance Declaration 3](#_Toc149633463)

[Section 7: Registry Confirmation 3](#_Toc149633464)

[Version History 4](#_Toc149633465)

# Instructions

1. Please ensure that you read the [Change in Circumstances Policy and Guidance](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/general/student-welfare/change-in-circumstances-policy-and-guidance/) before completing this form.
2. This form is for students who are requesting a **Break in Study/Break in Learning** only. If you wish to withdraw from the University or transfer to another programme within the University, please complete one of those forms.
3. It is very strongly recommended that students seek advice from an [Academic Adviser](mailto:academicadvising@nulondon.ac.uk), [Student Wellbeing Coordinator](mailto:studentsupport@nulondon.ac.uk), and [Student Support Coordinator](mailto:studentsupport@nulondon.ac.uk) (or a [Success Manager](mailto:successmanagers@nulondon.ac.uk) for apprenticeships) before making the decision to take a Break in Study/Break in Learning.
4. **Student Visa students** must contact the [Visa Team](mailto:visa@nulondon.ac.uk) (or the [Apprenticeship Team](mailto:apprenticeshipsadmin@nulondon.ac.uk) for apprentices) for guidance on the implications for their visa before submitting this form.
5. Submit this form, fully completed, to [Registry](mailto:Registry@nulondon.ac.uk) (or to the [Success Managers](mailto:successmanagers@nulondon.ac.uk) for apprentices).

# Section 1: Student Information

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by the student:** | | | |
| Student ID Number: |  | | |
| First and Middle Names: |  | Surname: |  |
| NU London Email Address: |  | | |
| Employer (for apprentices): |  | | |

# Section 2: Programme Information

| **To be completed by the student:** | |
| --- | --- |
| Programme of Study: | (*e.g. BA History; LLB Law)* |

# Section 3: Reason for Break in Study/Break in Learning

| **To be completed by the student:** | |
| --- | --- |
| Health, mental health or medical |  |
| Financial circumstances (not applicable for apprentices) |  |
| Family responsibilities (not applicable for apprentices) |  |
| Work responsibilities (not applicable for apprentices) |  |
| Other personal reasons (please explain): |  |

# Section 4: Requested Return Date

|  |  |
| --- | --- |
| **To be completed by the student:** | |
| Students should seek advice from an [Academic Adviser](mailto:academicadvising@nulondon.ac.uk) (or [Success Manager](mailto:successmanagers@nulondon.acik) for apprenticeships) regarding when a return will be possible to enable continuation of their programme. | DD Month YYYY |

# Section 5: Student Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by the student:** | | | |
| **All students:**   * I confirm that I wish to undertake a Break in Study/Break in Learning. * I understand that, where payable, I may still owe tuition fees as set out in the University’s Terms and Conditions * I understand that I must re-enrol following the break in study or request a further break, otherwise I may be withdrawn from the University * I understand that I may be required to provide evidence of fitness to study before being permitted to re-enrol.   **For degree apprentice students ONLY:**   * I confirm that this break in study has been agreed with my employer. * I confirm I intend to return from my break in learning to continue studying on the programme. | | | |
| Student Signature: |  | Date: |  |

# Section 6: Visa and Immigration Compliance Declaration

| **To be completed by the Director of Visa Compliance (or the Compliance and Contracts Manager for apprentices). This section is applicable to Student Visa and international students only.** | | | |
| --- | --- | --- | --- |
| I confirm that the student has been given immigration advice. | | | |
| Name and Title: |  | | |
| Signature: |  | Date: |  |

# Section 7: Registry Confirmation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **To be completed by the Head/Deputy Head of Registry (or the Compliance and Contracts Manager for apprenticeships):** | | | | | |
| Break in Study/ Learning Start Date: |  | Return to Study/ Learning Date: | | |  |
| Name and Title: |  | | | | |
| Signature: |  | | Date: |  | |

# Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title: Change in Circumstances: Break in Study/Break in Learning Form**  **Approved by: The Quality Team** | | | | |
| **Version Number** | **Date Approved** | **Date Published** | **Owner** | **Proposed Next Review Date** |
| 23.4.0 | October 2023 | October 2023 | Head of Registry | May 2024 |
| *Version numbering system revised March 2023* | | | | |
| 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 Policy and Guidance | | | |
| External Reference Point(s) | UK Quality Code Theme: Enabling Student Achievement | | | |