Interruption of studies means that the student will not continue their programme of study in the current academic year – but intends to resume their studies in the next academic year. As interrupting may have financial implications students should communicate with College staff at careersadvice@wsc.ac.uk for further advice.

All sections must be completed fully and the form sent to University Studies at West Suffolk College via the following email account: Universitystudies@wsc.ac.uk

|  |
| --- |
| Section 1 |
| Part 1: Student Information (all relevant sections to be completed by student) |
| Full Name |  |
| Registration No |  |
| School/Institute |  |
| Degree |  |
| Student email address |  |
| Alternative email address |  |
| Signed |  |
| Acknowledgement of receipt of your form and an electronic copy of your concession outcome letter will be sent to your WSC email address and copied to the address provided above. If the contact details above are different to those held by the college, please update your contact details as soon as possible by contacting Universitystudies@wsc.ac.uk. |

|  |  |
| --- | --- |
| Name of Course Leader |  |
| Start date of course |  |
| Current submission deadline |  |
| Are you currently in attendance? |
|  |
| If not in attendance, what was the date of your last attendance? |
|  |
| Mode of attendance |
| [ ]  | Full time |
| [ ]  | Part time |

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| Part 2: Details of the Interruption Request |
| Please indicate below the reason for interruption request (select one or more options as appropriate) |
| [ ]  | Medical  |
| [ ]  | Personal  |
| [ ]  | Financial |
| [ ]  | Other |

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| Please provide details of the reasons for your request. Please enclose evidence to support your application. Acceptable forms of evidence are listed in the Extenuating Circumstances Policy which can be found on the College website. |
|  |

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| --- | --- |
| Requested start date for interruption |  |
| Proposed date of return from interruption |  |
| Is this a continuation of a current period of interruption? | **Is this interruption retrospective (in the past)?** |
| [ ]  | Yes |[ ]  Yes |
| [ ]  | No |[ ]  No |

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| Retrospective requests only |
| If retrospective, did you completely stop your academic study or related work for the period requested? |
| [ ]  | Yes |
| [ ]  | No |
| Please indicate below why the request was not made at the time  |
|  |

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| Part 3: Student checklist and signoff |
| By checking the box, I confirm that I have submitted the following |
|[ ]  A fully completed and signed Application for an Interruption to Period of Study form |
| [ ]  | A clear explanation of the reasons for requesting an interruption  |
| [ ]  | Evidence to support my request for interruption – e.g. medical evidence (as appropriate)   |

Please submit your completed application in a writeable file format (not PDF) and supporting documents to Universitystudies@wsc.ac.uk

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| Section 2: Panel Consideration |
| Part 1: Statement on behalf of School/Institute |
| Please provide a comprehensive statement of your deliberations on behalf of the College. The statement should outline your deliberations and consider any College perspectives and the evidence provided by the student. Please indicate clearly the reasons for determining your outcome, particularly if you are not following the preliminary recommendation. |
|  |

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| Part 2: Recommendation |
| [ ]  | Approve | I recommend an interruption from Click or tap to enter a date. to Click or tap to enter a date. |
| [ ]  | Reject | I do not recommend an interruption from Click or tap to enter a date. to Click or tap to enter a date.. |
| Signed |  | Date | Click or tap to enter a date. | Role |  |

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| --- |
| For office use only |
| Date received | Click or tap to enter a date. | Initials |  |
| Date acknowledged | Click or tap to enter a date. | Initials |  |
| If incomplete, date returned to applicant | Click or tap to enter a date. | Initials |  |
| Reason for return to applicant |  | Initials |  |
| Date revised application received | Click or tap to enter a date. | Initials  |  |
| Date passed panel | Click or tap to enter a date. | Initials |  |
| Panel decision | Click or tap to enter a date. | Initials |  |