

Programme Suspension Request 2019/20

For Undergraduate and Postgraduate Taught Students

Postgraduate Research students must contact the Doctoral Research Office dro@reading.ac.uk.

Please read these instructions fully before completing the form overleaf. By submitting the Suspension Request Form you agree that you have read and understood the information below.

To be allowed to suspend students must have written permission from the University.

Submission of the form to Student Services does not mean you have been automatically suspended. Until you have heard formally from the Student Support Coordinator or the Henley School Office you will remain a **current student**.

In the first instance students wishing to suspend from their degree programme must discuss the **academic implications** of such a decision with their Academic Tutor / School Director of Academic Tutoring.

A Student Support Coordinator or the Henley Helpdesk should be consulted regarding **financial implications** before you apply to suspend from your degree programme. Information about the University's fees policy can be found at http://student.reading.ac.uk/essentials/_money_matters/tuition-fees.aspx.

For international students requiring a Tier 4 visa to study in the UK

Suspending from your course could affect your immigration status in the UK and the University is required to report changes in status to the Home Office UK Visas and Immigration. The International Student Advisory Team (immigration@reading.ac.uk) based in the Carrington Building will be able to provide detailed visa and immigration guidance. <http://student.reading.ac.uk/essentials/international.aspx>

For students in University accommodation

If you have a contract in a Hall of Residence, the Accommodation Team can offer advice on cancelling your accommodation contract, and any charges related to vacating your room. Contact the Accommodation Office Helpdesk in the Carrington Building on accommodationonline@reading.ac.uk or 0118 378 4203 for more information or visit http://student.reading.ac.uk/essentials/_campus-and-local-area/accommodation-new/university-accommodation/how-can-we-help/cancel-contract.aspx to complete a Contract Cancellation Form. Please note that the Accommodation Team require evidence of suspension from your Support Centre and cannot backdate cancellations.

Deadlines for Submission of a Programme Suspension Request – 2019/20

Students may request to suspend from their degree programme any time during the academic year, **except** during the main exam period (20 April – 12 June 2020) and during the August exam period (17 August – 4 September 2020).*

During the University exam periods, students will normally submit an extenuating circumstances request if they are affected by circumstances outside of their control, which negatively affect their performance. The Extenuating Circumstances process is explained on Essentials: http://student.reading.ac.uk/essentials/_the-important-stuff/rules-and-regulations/extenuating-circumstances.aspx

*The only exceptions normally allowed, will be for students who are suddenly faced with adverse circumstances or those students who are sitting their exams but need to request a suspension for 2020/21 such as maternity leave, work placements etc.

Your Application

If you do decide to apply for a programme suspension, please complete Sections 1 & 2 and provide relevant supporting evidence.

Submit the **signed** and **dated** completed form with relevant supporting evidence to your Student Support Coordinator or the Henley School Office (henleyschooloffice@henley.ac.uk) for approval by the School Director of Academic Tutoring who will complete section 3.

Programme Suspension Request

SECTION 1 – PERSONAL DETAILS (Students must fill in Section 1)	
Name:	Student Number:
University Email:	Date of Birth:
Degree Programme:	Part 1/2/3/4:
Academic Tutor:	School:
SECTION 2 – REASONS FOR REQUEST (Students must fill in Section 2)	
<p>Please note that the date of suspension cannot be earlier than the date upon which the completed form is received by the Student Support Coordinator or Henley School Office or equivalent.</p> <p>Requests for retroactive suspension will not normally be considered. If, however, you were neither attending nor engaging with your studies and were not able to submit the suspension request due to hospitalisation, incarceration or equivalent physical or mental incapacity, then a statement which details the reason for the lateness of the request must be submitted with the form. Statements must be substantiated with evidence. These requests will be reviewed by the School Director of Academic Tutoring and considered by the Teaching & Learning Dean.</p>	
Requested start date for suspension period:	
Requested return to studies date for suspension period:	
Why do you wish to suspend?	
<p>Please tick the type of evidence you have submitted:</p> <p>A supporting letter from your GP/or other medical professional such as the University Counselling Service or private counsellor/psychiatrist: <input type="checkbox"/></p> <p>Medical evidence relating to a dependence of care: <input type="checkbox"/></p> <p>Death Certificate in case of bereavement: <input type="checkbox"/></p> <p>Maternity Certificate – MATB1: <input type="checkbox"/></p> <p>Financial Statement of letter from bank: <input type="checkbox"/></p> <p>An offer letter or contract from the company offering work experience: <input type="checkbox"/></p> <p>Other (please give details):</p>	
<p>I, the student, confirm that the information provided is correct. I also give my consent for the Student Support Coordinator / the Henley School Office to disclose this information to the relevant officers of the University who are responsible for considering and implementing my request.</p>	
Signature of Student:	Date:

SECTION 3 – ACADEMIC ENGAGEMENT (School must fill in Section 3)

When did the student last engage academically with the School? *(Please provide an approximate date, as this will help the Support Centre or equivalent spot any potential financial implications).*

Please indicate any Academic or Fitness to Study conditions(s) to be met prior to the student's return.

Please state if there is any support being offered to the student after they return. Please specify who the student should contact to arrange this.

Will the same degree be available when the student returns?

Proposed date of the student's return?

Re-entry to: Part 1/2/3/4/PGT:

Postgraduate Taught Students – New completion date?

On behalf of the School, a signature is required from the School Director of Academic Tutoring or nominee confirming that the School supports the student's request. The completed form is to be sent to Student Support Coordinator or the Henley School Office.

Signature:

Date:

Print Name:

Position:

SECTION 4 – Student Support Coordinator / Henley School Office approval
 This provides confirmation that appropriate evidence has been received

Name:

Date:

SECTION 5 – Teaching & Learning Dean approval

- a. Suspension beyond the cumulative maximum
- b. Academic conditions which must be fulfilled during the suspension and are conditions of return
- c. Retroactive suspension
- d. Suspension falls outside the normal accepted grounds for suspension (please give details):

Signature:

Date:

Print Name:

Position: