

## Programme Suspension Request

### For Henley Business School - Post Experience Postgraduate Programmes Students

Postgraduate research students must contact the Doctoral Research Office [dro@reading.ac.uk](mailto: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 below.

To be allowed to suspend, students must have written permission from Henley Business School, University of Reading. Suspensions are granted at the University of Reading's discretion.

Submission of the form to the Henley School Office ([henleyschooloffice@henley.ac.uk](mailto:henleyschooloffice@henley.ac.uk)) does not mean you have been automatically suspended. Until you have heard formally from the School Office in the Henley Business School, you will remain a **current student**.

In the first instance, students wishing to suspend from their degree or other qualification programme must discuss the **academic implications** of such a decision with their Academic Tutor. The School Office in the Henley Business School, Programme Director or local / programme administration team should be consulted regarding **financial and other implications** before you apply to suspend from your programme.

### Deadlines for Submission of a Programme Suspension Request

Students' may request to suspend from their qualification programme at any time during the academic year.

### Your Application

If you 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 the School Office in the Henley Business School [henleyschooloffice@henley.ac.uk](mailto:henleyschooloffice@henley.ac.uk) for approval by the Director of Academic Tutoring who will complete sections 3 and 4. The outcome of your request will be forwarded to your University email address via the Henley School Office, University of Reading.

## Programme Suspension Request

Section 1 – Personal Details		(Students must fill in Section 1)
Name: Click or tap here to enter text.	Student Number: Click or tap here to enter text.	
University Email: Click or tap here to enter text.	Date of Birth: Click or tap here to enter text.	
Current Programme & intake i.e. MBA HB53: Click or tap here to enter text.	Stage 1 / 2 / 3: Click or tap here to enter text.	
Academic Tutor:		
Section 2 – Reasons for Request		(Students must fill in Section 2)
Why do you wish to Suspend? Click or tap here to enter text.		
<p><b>Please tick the type of evidence you have submitted:</b> <span style="float: right;"><b>To be filled in by Student</b></span></p> <p>A supporting letter from your GP / or other medical professional such as the University Counselling Service or Private counsellor/psychiatrist / registered psychotherapist: <input type="checkbox"/></p> <p>Medical evidence relating to a dependence of care: <input type="checkbox"/></p> <p>Death certificate in the case of bereavement: <input type="checkbox"/></p> <p>Maternity Certificate - e.g. MATB1: <input type="checkbox"/></p> <p>Financial Statement of letter from bank: <input type="checkbox"/></p> <p>Supporting letter from line manager / CEO / client: <input type="checkbox"/></p> <p>Other: (please give details) <input type="checkbox"/></p> <p>Click or tap here to enter text.</p>		
Please state the start and end dates of your requested suspension period.		To be filled in by Student.
Start: Click or tap here to enter text.	End: Click or tap here to enter text.	

Please provide a revised schedule for completion of outstanding coursework		To be filled in by Student
Module: Click or tap here to enter text.	Submission date: Click or tap here to enter text.	
Module: Click or tap here to enter text.	Submission date: Click or tap here to enter text.	
Module: Click or tap here to enter text.	Submission date: Click or tap here to enter text.	
Module: Click or tap here to enter text.	Submission date: Click or tap here to enter text.	

I, the Student acknowledge that the information provided is correct. I also give my consent for the Henley School Office, University of Reading to disclose this information to the Director of Academic Tutoring or relevant officers of Henley Business School / University of Reading, who are responsible for considering my request.

Signature of Student:	Date:
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Section 3 – Academic Engagement (School must fill in Sections 3 & 4).	
When did the student last engage academically with the School?	Please state if there is any Academic or Fitness to Study requirement before the student can return.
Will the same qualification be available when the student returns?	
Proposed date of Return:	Re-entry to Stage 1 / 2 / 3 <input type="checkbox"/> If Stage 1 - grades to be carried forward <input type="checkbox"/> Transfer to next appropriate intake <input type="checkbox"/> Re-join same intake on return <input type="checkbox"/>
New registration end date:	

Section 4 – Revised Schedule (if applicable)	
Module:	Submission date:
Module:	Submission date:
Module:	Submission date:
Module:	Submission date:

**On behalf of the School, a signature is required from the Director of Academic Tutoring, or nominee, confirming that the School supports the student’s request. Form will be sent back to the School Office, Henley Business School [henleyschooloffice@henley.ac.uk](mailto:henleyschooloffice@henley.ac.uk)**

Signature:	Date:
Print Name:	Position:

**HBS School Office approval required – confirming appropriate evidence has been provided.**

Name:	Date:
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