

**Application by a Student to Suspend Study** (SDM8)

This form should be used by students who wish to apply to suspend their studies. Suspension of studies **must** be approved by the relevant Faculty, either by the Dean/Director/Head or their nominee. Before completing this form the student and the person approving the suspension **must** read the notes on the reverse of this form.

**Section 1 – Student Details**

Student No: Name:

Are you an international student subject to immigration control? Yes/No

Academic Year: ………………. Course Title: ……………………………………………….

Course code: ………………….. Pathway(s): …………………………………………………

**Section 2 – Suspension Details**

Last date of attendance on the above course ……………………………………………………

Proposed date of return to the above course …………………………………………………….

Reason for suspending your studies (please attach supporting documentation)

……………………………………………………………………………………………………..…

…………………………………………………………………………………………………………

**Section 3 – Student Declaration**

I have read the notes overleaf and am fully aware of any academic, financial and immigration implications of my application to suspend studies. I agree to resume my studies on the date stated above unless I submit a further application to extend my suspension.

Signature ………………………………………… Date …………………………………………..

**Section 4 – Academic Approval by Faculty**

I recommend that the student’s application to suspend studies be approved. The student has been advised to contact the SLC or other sponsor and the University’s Student Services to obtain a clear understanding of the financial and/or immigration implications of suspending studies. The student has agreed to resume his/her studies on the date stated above.

Signature (Programme leader) ………………………………….. Date …………………….

Print name ……………………………………… Extension No. ………………….....................

I approve the application to suspend studies and have considered the academic and financial implications of the request.

Signature (Dean/Director/Head or nominee) ……………………………… Date ………

Print name ……………………………………… Extension No. ………………….....................

**Top** copy of this form to be retained by student.

**Second** copy of this form to be retained by School and student record amended via E.Vision.

**Approval of suspension of studies**

This form should be used by a student to apply for a suspension of studies. Students do not have the right to suspend studies; suspension of studies is an approved process by the relevant Faculty following an interview with the student. (This form should not be used to change a student’s status following an examination board).

The following considerations will be applied by the Faculty when approving suspensions:

* whether suspension is unavoidable due to injury, illness or other family commitments;
* the reasons cited by the student indicate that it would genuinely be in his/her best academic interest to suspend studies; and
* significant syllabus changes are not likely to occur during the period of suspension such as to make it difficult for the student to resume studies.

**Timing of suspensions**

The suspension of students from taught courses must normally begin from the end of a semester/term (i.e. after the final assessment attached to that period of study) so that there is a clearly identifiable point at which a return to study should be made. In exceptional circumstances a suspension may begin immediately in situations where the student’s absence from the University is unavoidable or urgently required. In such circumstances corroborating evidence is required.

Suspensions will not be granted within four weeks of a student’s initial enrolment on a course, unless there are exceptional circumstances. Students who wish to discontinue their studies within the first four weeks of their course will be withdrawn and required to reapply.

Suspensions will not be granted just before the start of examinations/final assignments simply as a means of allowing students to avoid (or postpone) failure in a number of modules, as this would provide such students with an unmerited advantage.

**Period of suspension**

Suspension will be for a definite period unless otherwise approved in writing by the University. If students are unable to return on the agreed date, they must obtain further approval to extend their period of suspension. Students who fail to resume their studies within two weeks of an agreed return date, and who have not made contact with their Faculty, will be deemed to have withdrawn from the University.

**Funding Issues**

Students should consult their SLC or other sponsor to obtain a clear understanding of the funding implications before suspending their studies; the University is not able to guarantee the resumption of any external grant or loan. If a student suspends his/her study and returns to ***repeat*** a stage/semester the student will be charged the appropriate tuition fee for the ***repeat*** period of study.

Requests for a refund or reduction of tuition fees (where appropriate) should be made in writing to Student Data Management. Please refer to the University document “Course Fee Policies” which can be found under the heading Policies and Procedures on the University website at [www.bolton.ac.uk/students/Home.aspx](http://www.bolton.ac.uk/students/Home.aspx)

**Implications for the immigration status of overseas students**

If a student is from overseas and has student leave to remain in the UK, suspension of studies has serious implications for their immigration status and they are not permitted to remain in the UK if they are no longer studying. Advice must be obtained from the Immigration and Welfare Officer in Student Services before suspension of an overseas student is approved.