**Suspension of Studies Guidance**

1. Normally a student who requests suspension of studies returns one year after their date of last attendance
2. In some circumstances students are able to return at the beginning of a semester or trimester
3. In exceptional circumstances student may be able to repeat a significant part of their studies

If you are in receipt of student finance you must inform them of your suspension. We will inform them of your last day of attendance; this will generate a reassessment of entitlement. If suspending on health grounds your finance may be extended by 60 days. You may also wish to discuss with them financial hardship, future funding and possible personal compelling reasons

**Suspension of Studies Instructions**

Grimsby Institute or Pearson Programmes

Complete the ‘[Suspension of studies’](#GTP) form for all suspension requests. If you apply for **number 1** above, this will be automatic on submission of the form.

If you are applying for **number 2 or 3** above, you must provide evidence to support your application. If your application is not approved, you will automatically revert to number 1 with a return date of the 1-year anniversary of your last day of attendance.

**Suspension of Studies Application**

**Grimsby and Pearson programmes only**

This form must be completed by the student

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| **Personal / Course Details** | | | |
| **Full Name** | Enter name. | | |
| **Student Ref** | Enter your student ref. | **Date of Birth** | Enter D.O.B . |
| **Course Title** | Enter course title e.g. BA Business Mgmt. | **Year of study** | Select year |

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| --- | --- |
| **Type of Suspension Application** | |
| 1 - Suspension of study returning one year after the date of last attendance (All assessment grades remain) |  |
| 2 - Suspension of study with repeat semester/trimester (All semester/trimester assessment grades revoked) |  |
| 3 - Suspension of study with repeat year (All current years assessment grades revoked) |  |
| 4 - Suspension of study with earlier return date (All assessment grades remain) |  |
| 5 - Extension of existing suspension |  |
| *Requests 2-5 will be approved by the Progression & Standards Committee. If not approved grades & return to study date will be treated as type 1* | |

| **Reasons for Request** |
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| *Give brief, clear reasons for your request for the suspension. Continue on a separate sheet if necessary.*  Add reason for suspension of studies. |

| **Evidence -** *What evidence of your circumstances are you including to support your request?* | |
| --- | --- |
| Detail evidence attached |  |

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| --- | --- |
| **Attendance Details** | |
| **Last date of attendance** | Enter date |
| **Date you wish to return to studies** | Enter date |

|  |  |
| --- | --- |
| **Student Signature** | **Date** |
| Add signature | Enter date |

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| **OFFICE USE ONLY** |
| **Supporting Statement from Programme Leader / Curriculum Manager** |
| Add supporting statement prior to submission |

| **OFFICE USE ONLY** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Progress & Standards Committee Decision** | | | | | | | |
| Outcome | | | | | | | |
| **Committee Date** | PSC meeting date | **Last Date of Attendance** | Pro Solution last day | **Return to**  **Study Date** | Approved return date. | **Grades Relinquished** | YES / NO |