Programme Suspension Request 2017/18

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 School Office in the Henley Business School 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 Personal/Senior Tutor. A Student Support Coordinator (http://student.reading.ac.uk/essentials/_support-and-wellbeing/support-arrangements/student-support.aspx) or the School Office in the Henley Business School should be consulted regarding financial implications before you apply to suspend from your degree programme. Information about the University’s fees policy for 2017/18 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 Border Agency. The Immigration Team (immigration@reading.ac.uk) based in the Carrington Building will be able to provide detailed immigration guidance.

Deadlines for Submission of a Programme Suspension Request – 2017/18

Students may request to suspend from their degree programme any time during the academic year, except before and during the main exam period (14 April – 8 June 2018) and before and during the August resits (18 – 31 August 2018).*

During the University exam periods, students should submit an Extenuating Circumstances Form with an explanation of why they wish to suspend along with supporting evidence. Their case will be heard by the University Standing Committee on Special Cases. 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 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 2018/19 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 School Office in the Henley Business School for approval by the Senior Tutor who will complete section 3.

Programme Suspension Request

<table>
<thead>
<tr>
<th>SECTION 1 – PERSONAL DETAILS (Students must fill in Section 1)</th>
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<tbody>
<tr>
<td>Name:</td>
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<td>University Email:</td>
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<td>Degree Programme:</td>
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**SECTION 2 – REASONS FOR REQUEST (Students must fill in Section 2)**

Why do you wish to suspend?

Please tick the type of evidence you have submitted:

- A supporting letter from your GP/or other medical professional such as the University Counselling Service or private counsellor/psychiatrist: ☐
- Medical evidence relating to a dependence of care: ☐
- Death Certificate in case of bereavement: ☐
- Maternity Certificate – MATB1: ☐
- Financial Statement of letter from bank: ☐
- An offer letter or contract from the company offering work experience: ☐

Other (please give details):

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

**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 Student Advisory Team spot any potential financial implications).*

Please state if there is any Academic or Fitness to Study requirement before the student can return.

Will the same degree be available when the student returns?

**Proposed date of the Students 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 Senior Tutor or nominee confirming that the School supports the student’s request. Form will then be sent to Student Support Coordinator or the School Office in the Henley Business School.

<table>
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<th>Signature:</th>
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<tbody>
<tr>
<td>Print Name:</td>
<td>Position:</td>
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Support Coordinator / HBS School Office approval required – confirming appropriate evidence has been provided.

| Name: | Date: |