Interrupting or Withdrawing
Interrupting or Withdrawing from Studies

There might come a point during your studies when you need some time out. You might want to interrupt or withdraw from your course for a number of reasons, but it is important that you have a clear understanding of the impact this may have on your student funding, your accommodation, your future study options and your visa status.

If you think you may want to interrupt or withdraw from your studies, please seek advice as early as possible. The Students’ Union Advice Service is here to help!

This section includes:

• Definition of Interruption and Withdrawal
• The process of Interrupting or Withdrawing
• Implications for your Tuition Fees
• Implications for your Funding
• Implications for your University Accommodation
• Implications for your Student Visa
• FAQs

Interrupting Your Studies

This means that you are intending to pause your studies for a period of time but you intend to resume your studies with the university at a future date (usually the following academic year).

Withdrawing from your Studies

This is when you have decided that you no longer want to study at LSBU and you have no intention of returning.

The Interruption and Withdrawal Process

The University recommends that if you are thinking about withdrawing or interrupting you should speak to someone from your course, for example the Course Director, so you know how it will work for you and your studies.

Step 1 - Meeting with an Advisor

For most students: Make an appointment with a Senior Student Advisor at the Student Life Centre by calling 020 7815 6454, by e-mail to studentlife@lsgu.ac.uk or in person at the Student Centre front desk.
For Health and Social Care students: Make an appointment with a representative from your course, usually your Course Director or someone nominated by them, to take you through the process. Any interruptions must be agreed by the Course Director as placement availability may affect when you can return to study.

For International students: Make an appointment with the Immigration and International Student Advice team by calling 020 7815 7036/6156 or by e-mail to international.advice@lsbu.ac.uk.

For PG Research students: Contact the Central Research Support team, who should take you through the process and discuss the impact any interruption or withdrawal may have on your research.

An appointment should be made for you within 5 working days of your request.

No matter what your reasons are, whether they are academic, financial, medical or personal, you will be offered a confidential space to talk through them. It may be that the University can provide the support you need to continue with your studies. The aim of the appointment is to support you to come to the right decision for you.

Step 2

(a) Your Plan

If there are ways that the University can support you to continue with your studies, your advisor will draft a retention plan with you. This might include support from the Wellbeing or Disability services, working with Study Skills tutors and/or your academic department to improve your academic performance, supporting you with money management, or making temporary arrangements to help you over a life challenge you are facing.

(b) Completion of Interruption or Withdrawal Form

If it is agreed that an interruption or withdrawal is the best route for you in your situation, your advisor will ensure that you are aware of how each option will affect your funding, tuition fees, accommodation, visa status or future study (either at LSBU or another institution).

Your advisor will support you in completing the relevant form and will help you to write to the Student Loans Company, NHS Bursaries or other funding body to let them know about your change of circumstances.

Step 3 - End of your Student Status at LSBU

Once you have completed your form, it should be passed on to your Course Administrator and your student record will be updated.

After this has been submitted, your access to your University e-mail account will be closed (if you have interrupted, your access will be reinstated when you re-enrol). If withdrawing, you will need to hand your student ID card into the Student Life Centre. If you have a student Oyster
card then Transport for London will be informed that you are no longer a student and the card will be made invalid. You should also make sure you return any books you have on loan from the University library and pay any fines due.

If you have interrupted, the University consider that it is your responsibility to let them know when you intend to return to study and re-enrol at the appropriate time. It is a good idea to ensure you contact your Course Administrator if you have any queries about the next re-enrolment date.

**Implications for your Tuition Fees**

When you submit an interruption or withdrawal form, the University will recalculate the tuition fees owed for the time you were enrolled. The details of how the University does this are in the Tuition Fee Regulations. If you are due a refund you will need to complete a Refund Request form. If it is calculated that some money is owed, you or your sponsor will be asked to make payment as soon as possible.

**Implications for your Funding**

If you interrupt or withdraw the University encourage you to contact the Student Loans Company to inform them so they can assess the amount of loan you are entitled to for the time you have been enrolled. The University will also write to them when your form has been submitted.

You will also be reassessed for any maintenance loans or grants you receive. If you are entitled to a further payment, this will be made in the next payment period. However, if it is calculated that you have received too much, you will be asked to make a repayment as soon as possible.

If you are funded by the NHS, you are responsible for informing NHS Bursaries if your financial circumstances change. If you interrupt or withdraw they will recalculate your bursary based on the number of days you have attended. They will inform you if you are owed any money or if you need to pay back an overpayment.

**Implications for your University Accommodation**

You must give notice in writing to the Accommodation Services if you are withdrawing or have withdrawn. You should also give them a copy of your completed withdrawal form.

They will then take steps to terminate your licence agreement with 4 weeks’ notice from the date you tell them or have given them your completed form (or the date of withdrawal if this is more than 4 weeks away). You will be charged your usual rent for this time, unless a replacement is found to take your room earlier (which is only arranged by Accommodation Services).
Implications for your Student Visa

If your hold a Tier 4 General visa and you withdraw from your studies, the University must inform the Home Office. This will result in your visa being ‘curtailed’ (stopped before it is due to expire) and so you will need to make arrangements to either leave the UK or extend your leave to remain in another way.

FAQs

Can I just stop attending University without going through the interruption or withdrawal process?

It is very important that you do more than simply stop attending. If you do not inform the University formally that you have decided to withdraw or interrupt your studies, you may still be deemed to owe tuition fees or to have attempted assessments.

If I interrupt when will I have to return?

If you interrupt it is your responsibility to ensure that you re-enrol at the appropriate time. The start of an academic year, including enrolment dates can be found on myLSBU and the LSBU website.

If you interrupt for more than 1 year you will be charged tuition fees at the current rate for new students in the year that you restart your studies.

What happens if I withdraw then decide to come back in the future?

Once you have withdrawn from a course you cannot re-enrol onto that course again, however you may re-apply to the University for a different course. You will be treated as a new potential student and the University has the right not to make you an offer even if you meet the criteria for an offer to be made.

Also, Student Finance England will assess you as having already used some of your student support entitlement which could affect the level of support you are offered for a new course.

If I interrupt or withdraw part way through the year, how much will I have to pay in tuition fees?

The amount of tuition fees you will be liable to pay depends on when in the year you interrupt or withdraw from the University. The Tuition Fee Regulations tell you how much you will be liable to pay depending on the date you started your course and the date you interrupt or withdraw. You can find the Tuition Fee Regulations on myLSBU and the LSBU website.

Do I have to submit an Extenuating Circumstances Claim before interrupting?

If you interrupt after the second week of a semester, the University considers that you have
made an attempt at your assessments for that semester, even if you do not attend them or hand them in. To make sure that you are not viewed as a referred student and your marks are not capped when you return, you should submit a claim for Extenuating Circumstances.

**Can I speak to someone about personal issues before I go through this process?**

The Mental Health and Wellbeing Team are available to speak to students who are experiencing personal difficulties, struggling to cope at University, or just need someone to talk to.

They can be contacted through the Student Life Centre on 020 7815 6454 or by e-mail to studentwellbeing@lsbu.ac.uk.

**What University support can I receive once I have withdrawn?**

You can access support for employment through the Employability Team by calling 020 7815 6441 or by e-mail to jobshop@lsbu.ac.uk