



SOUTH BANK STUDENTS' UNION

**A D V I C E**  
**S E R V I C E**

GUIDE TO INTERRUPTION AND  
WITHDRAWAL FROM STUDIES

# **Interruption and Withdrawal from Studies**

There might come a point during your studies when you need some time out. Interrupting or withdrawing from your course can be 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!

## **Interrupting your Studies**

This means that you are intending to interrupt 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 at the beginning of the semester in which you interrupted).

In exceptional circumstances, the University may take steps to interrupt your studies on your behalf. This commonly happens in situations where you haven't been attending classes or engaging with your course for a period of time, or if there are serious concerns about your physical or mental health.

## **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. As with interruption, in some circumstances, the University will make the decision to withdraw you from your course if you have stopped engaging with it. They make this determination by reviewing your attendance records, use of University systems (such as Moodle) and submission of work over a period of 2 weeks. If they are concerned, they will write to you and invite you to comment on the situation before making a final decision.

## **The 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.

## **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 email to [studentlife@lsbu.ac.uk](mailto:studentlife@lsbu.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. The Course Director must agree to any interruptions as placement availability may affect when you are able to 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](mailto: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.

**For Apprentices:** Make an appointment with the Apprenticeship team by calling **020 7815 7324** or by email to [apprenticeships@lsbu.ac.uk](mailto:apprenticeships@lsbu.ac.uk). They will then liaise with your course team.

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 and make you aware of any potential consequences for your finances, accommodation, visa status or future study options.

## **The Plan and Completion of the Interruption/Withdrawal Process**

### **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. You may also be advised to submit an Extenuating Circumstances claim if it is appropriate.

If you decide that interruption or withdrawal is best for you, your advisor will draft a plan to make sure you have completed all the actions required to interrupt or withdraw (such as informing Student Finance or your accommodation provider). You are expected to take responsibility to make sure these actions are completed.

If you are an apprentice, your plan will be shared with your employer.

### **B. Completion of Interruption or Withdrawal Form**

Your advisor will support you with completing the relevant form and will help you to write to the Student Loans Company or Department of Health Bursary Authority to let them know about your change of circumstances (if necessary).

### **End of Student Status at LSBU**

Once you have completed your form, it should be passed on to your Course Administrator.

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 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 withdrawing, you will need to hand your student ID card in with your withdrawal form.

### **Returning after Interruption**

If you have interrupted, the University considers that it is your responsibility to let them know when you intend to return to study and to 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.

If you need any advice or information whilst you are on interruption, you can contact the Student Life Centre by calling **020 7815 6454** or by email to [studentlife@lsbu.ac.uk](mailto:studentlife@lsbu.ac.uk).

### **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 encourages you to contact Student Finance England to inform them. The University will also write to them when your form has been submitted and your student record updated. Student Finance England will then assess the loan you are entitled to for the time you were enrolled.

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 repayment as soon as possible.

If the NHS funds you, 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 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 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 you 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 the LSBU website.

The maximum period of interruption is 2 years, but you will need to complete an interruption form for each year. 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 on 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.

In addition, 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 interrupted or withdrew. You can find the Tuition Fee Regulations on 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.