Change in Circumstances: Break in Studies Form

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Please ensure that you read the Change in Circumstances Guidance document before completing this form.

The form is for students who are requesting a **Break in Studies (BIS)** only. If you wish to withdraw from the College or transfer to another programme within College, please complete one of those forms.

If you are the recipient of a Tier 4 visa, you must speak with the Visa and Immigration Compliance Manager before submitting this form to SAS.

Once completed, please send it to sas@nchlondon.ac.uk

# part a: break in studies

### *Sections 1 – 4 must be completed by the student who wishes to apply for a BIS*

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| **Section 1: Student information** |
| Student ID number |  |
| First and middle names |  | Surname |  |
| NCH email address |  |

| **Section 2: Programme information** |
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| Programme of study | (*e.g. BSc Economics with Philosophy; BA PPE Economics)* |
| Programme start date |  | Level of study |  |
| Reason for BIS (please provide full details) |  |
| Supporting evidence *(medical assessment, notes, letters)* | Please list and attach copies: |
| Intended return to study date |  |

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| **Section 3: Evaluation**  |
| Tell us what has gone well with your studies: |  |
| Tell us what might make studying at the College better for you: |  |
| Tell us your thoughts and comments about student life at the College: |  |

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| **Section 4: Student Declaration** |
| **I confirm that:*** **I have been informed of fee implications.**
* **I have received information, advice and guidance in relation to my BIS.**
 |
| Student signature |  |
| Date |  |

*Section 5 must be completed by the Learning and Assessment Support Officer (LASO)*

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| **Section 5: LASO Declaration** |
| **I confirm that:*** **The student has received information, advice and guidance regarding the BIS.**
* **Dates to check in during the BIS have been scheduled.**
 |
| Learning and Assessment Support Officer (name) |  |
| Signature |  |
| Date |  |

*Section 6 must be completed by the Head of Faculty (HoF)*

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| **Section 6: HoF Declaration** |
| **I confirm that I have discussed the request with the student and support their BIS from [date] until [date]:** |
| Last date of attendance |  |
| Head of Faculty (name) |  |
| Signature |  |
| Date |  |

*Section 7 must be completed by the Visa and Immigration Compliance Manager (for Tier 4 and International students only)(VICM)*

| **Section 7: VICM Declaration** |
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| **I confirm that the student has been given immigration advice**  |
| Visa and Immigration Compliance Manager (name) |  |
| Signature |  |
| Date  |  |

*Section 8 must be completed by the Registrar*

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| **Section 8: Registrar Declaration** |
| Registrar (name) |  |
| Signature |  |
| Date  |  |

# PART B: RETURN TO STUDY

*Section 9 must be completed by the LASO*

| **Section 9: Preparation for return to study**  |
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| * **I have met with the student for at least one return to study meeting.**
* **I have received all relevant documentation to support their return to study.**
* **The Student Support Panel has been informed of the student’s return to study in order to ensure the appropriate support is in place.\***
 |
| SAS (name) |  |
| Signature |  |
| Date  |  |

*Section 10 must be completed by the student*

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| **Section 10: Student Declaration** |
| **I confirm that I will be returning to the College on** |
| Student signature |  |
| Date |  |

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| **Title: Change in Circumstances: Break in Studies Form** **Approved by: Quality Team** |
| Version number | Date approved | Date published  | Author  | Location | Proposed next review date |
| 2.2 | January 2020 | January 2020 | ASC | Academic Handbook/policies and procedures/ general | January 2022 |
| 2.1 | April 2019 | April 2019 | LASO | Academic Handbook/policies and procedures/ general | January 2021 |
| 2.0 | January 2019 | January 2019 | SWC | Academic Handbook/policies and procedures/ general | January 2021 |
|  |
| Referenced documents | Change in Circumstances Guidance |
| External Reference Point(s) | UK Quality Code Theme: Enabling Student Achievement |