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| **SECTION A – STUDENT AND SUSPENSION DETAILS (to be completed by student)** | | | | |
| **Student Name:** | |  | | |
| **Student ID Number:** | |  | | |
| **Faculty:** | |  | | |
| **Academic Unit:** | |  | | |
| **Programme Title:** | |  | | |
| **Year of Study:** | |  | | |
| **Proposed dates of suspension:** | | From: To: | | |
| **Dates of any previous periods of suspension:**  **(Continue on separate sheet if necessary)** | | From: To:  From: To: | | |
| **Reason for suspension of study – e.g Personal/illness etc. (If preferred evidence can be placed in a sealed envelope marked confidential and attached to this form).**  (Continue on a separate sheet if necessary) | | | | |
| **Student signature:** | | | **Date:** | |
| **SECTION B – Tier 4 Visa Holders ONLY** | | | | |
| I confirm that I am aware that suspending my programme of study could affect my immigration status in the UK and that the University is required to report changes in status to the UK Visa and Immigration Service.  Please see the Visa Guidance Team website for immigration advice and contact details. It is strongly recommended that you make an appointment with them to discuss any changes of status.  <http://www.southampton.ac.uk/studentservices/visa-and-immigration/index.page>?  **Student signature: Date:** | | | | |
| **SECTION C – ACADEMIC APPROVAL** | | | | |
| I recommend the request to suspend registration be approved and confirm that the request complies with the policies outlined in the University Calendar. The student and other relevant Academic Unit (where applicable) have been advised accordingly. <http://www.calendar.soton.ac.uk/sectionIV/interruption.html> | | | | |
| Signature: | Role: | | | Date: |
| Signature: | Role: | | | Date: |
| Comments: | | | | |

**Suspensions of Study for taught degrees – notes of guidance**

1. The University normally expects students to complete their study in a single continuous period. Reasons for suspension include; family circumstances, health problems, finance, maternity, military service or other good reason.

2. Requests should be made on the form above and where relevant, be accompanied by any supporting documents, such as medical evidence or correspondence.

3. All requests must be signed and have academic approval. Joint Honours students should make sure the form is signed by the appropriate signatory in the ‘home’ Faculty.

4. There may be additional rules on suspensions from a funding or sponsoring body. It is the responsibility of the student to confirm that arrangements and approval for the suspension have been secured with any funding body that is involved.

5. The length of the period of suspension granted should match as closely as possible the time required by the circumstances that necessitate the suspension.

6. Requests for backdated suspensions will not normally be allowed.

(The Advice Centre is located on Level 3 of Building 40 (above The Stag's) on the Highfield Campus, you can contact The Advice Centre for free and confidential advice on any issue you're facing. **Telephone:** 023 8059 2085 **Email:** [**advice@susu.org**](mailto:advice@susu.org))

7. **ALL International students** – Any change to your student status, such as a suspension of study, could affect your immigration status in the UK. The University is required to report any changes in status to the UK Visa and Immigration Service. The VISAS Team provides guidance and advice to visa-holding students who are seeking a suspension of study. Please see the website for further information: <http://www.southampton.ac.uk/studentservices/visa-and-immigration/index.page>?

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| **Section D – To be completed by Faculty Student Office** | | |
| Banner: ESTS/STST/RSTS amended **SFAREGS**   Details of Suspension added to **SZALEAV**  Graduation term updated in **SGASTDN** | Date: | Initials |
| CoC form completed and sent to [slccoc@soton.ac.uk](mailto:slccoc@soton.ac.uk): | Date: | Initials |
| Faculty records updated: | Date: | Initials |
| Letter Sent to Student (cc Personal Tutor): | Date: | Initials |