



University of East London

Student Study Break and Withdrawal Policy

1) Does this policy apply to me?

Yes – if you are studying at UEL and thinking about taking a study break or withdrawing from your programme.

No – if you are studying a UEL short course or a UEL programme that is delivered at a partner institution and are thinking about taking a study break or withdrawing. You will need to contact your short course leader or the partner institution to discuss the possibility and impact of taking a study break or withdrawing from the programme.

NB: Students may be forced to take a break in study or leave their programme – for example following a breach of our programme/assessment regulations, Engagement Policy, Terms of Admittance or Fees Policy. In these circumstances, we will write to you to explain our decision and provide you with a copy of the relevant policy.

2) Definitions

2.1) Study break (or intermission/interruption of studies)

A study break is when you request a suspension from your studies for a specific period of time but you do intend to resume studies at UEL in the future. Please note that we cannot always agree to such requests (see Section 3.1).

It is important that you let us know as soon as possible if you want to request a break in study – simply not attending does not let us know your intentions and does not help us to support you with making such an important decision.

If you are thinking about requesting a break from your studies, please see “Section 3 – Student Study Break” below.

2.2) Withdrawal

A withdrawal is when you have decided to stop studying at the University of East London and are sure that you will not be returning to study with us in the future.

It is important that you let us know as soon as possible if you are intending to withdraw from your programme – simply not attending does not let us know your intentions and does not help us to support you with making such an important decision.

If you are thinking about withdrawing from your programme, please see “Section 4 – Student Programme Withdrawal” below.

3) Student Study Break

3.1 Implications of requesting a study break from your programme

Before you request to take a study break from your programme it is important that you understand:

- **We are here to help** – if you are struggling with your studies, finances, visa issues, health or personal circumstances we have a wide range of support services (available from [The Hub](#)) that could help you to stay on the programme now (see Section 4.2)
- **We may not be able to agree to your request** – if you are on a programme that is in the process of being withdrawn, we may not be able to agree to you returning to study on that programme at a future date (but will assist you in enrolling on an alternative programme that you are suitably qualified for)
- **You cannot take a study break within the first three weeks of starting your programme** – in these circumstances, you need to request to defer the start of your studies to a future date by emailing your request to defer@uel.ac.uk. If you have been sponsored by UEL under the Tier 4 student visa route, you can only defer within the first three weeks if you have not travelled to the UK
- **You cannot take a break if you have already received the majority of teaching for your current enrolment year** – if you have passed the date where 100% of your tuition fee will be due you cannot take a break in that enrolment year (see [Fees Policy](#) for further information). A study break after this point will only be agreed in exceptional circumstances as outlined in our [Fitness to Study Policy](#) or [Student Maternity, Paternity and Adoption Policy](#)
- **Professional body requirements for your programme may mean that a break cannot be agreed** – please speak to your Programme Leader for further information
- **Tuition fees will be due to UEL if you have engaged with the programme after the first three weeks of teaching of your current enrolment year** – please see our [Fees Policy](#) for further information on the fee that will need to be paid
- **Future government funding may be unavailable to you** – Student Finance England do not routinely support repeat/extended periods of study
- **If you are in receipt of government benefits your entitlements may change** – please speak to the [Student Money Advice and Rights Team](#) to find out how you may be affected
- **We will report your study break to UK Visa and Immigration (UKVI) if you are studying at UEL on a Tier 4 student visa** – you will be required to return to your home country whilst on a study break and will need to apply for a new Tier 4 visa to return to your studies
- **If you take a break part-way through a programme/module(s), when you return to study you will need to start those module(s) (or an agreed alternative) from the beginning of teaching** – and the full cost of the programme/module(s) will need to be paid for the returning year at the rate applicable for that year
- You may lose an assessment opportunity if you have received the majority of teaching on your module(s) – if you are in this situation and are prevented from completing module assessment(s) due to unforeseen, unpreventable and serious circumstances you should read our [Extenuating Circumstances procedures](#) and contact the [UELSU Advice Service](#) for independent advice
- **Students on a break are required to complete all outstanding re-assessments** – unless they apply for and are granted extenuation for the re-assessment point

- **Time limits apply to both study breaks and programme completion** – our [Manual of General Regulations](#) describe these limits in further detail
- **You may no longer be entitled to live in UEL halls of residence** – please refer to your accommodation contract and/or contact [Residential Services](#) for further information on required notice periods and rent due.

It is therefore important that you tell us as soon as you are thinking about requesting a study break.

3.2 How can I find out more information?

Information and advice about the support we can provide to help you stay on the programme and the particular implications for you of taking a study break can be secured in the following ways:

- 1) **Discuss your intended study break with your Personal Tutor/Programme leader** – they will discuss the academic implications of any break in studies and refer you to support services for further information and advice if necessary
- 2) **Alternatively, contact the [SkillZone](#) for advice** – our Learning Achievement Advisors can also offer advice on the academic implications of any break in studies
- 3) **Email thehub@uel.ac.uk** from your UEL student account – preferably with a completed “Student Study Break Request Form” attached so that we understand your particular reasons for requesting a study break prior to contacting you
- 4) **Telephone the Hub on +44 (0) 208 223 4444** – have your student number to hand so that we can look at your record and give you the fullest advice possible
- 5) **Contact the [UELSU Advice Service](#)** who can provide you with impartial advice and guidance and assist you in this process. You can email for support via studentadvice@uel.ac.uk or book an appointment by calling +44 (0) 208 223 7025 or +44 (0) 208 223 4209
- 6) **Postgraduate Research students should speak to the [Graduate School](#)** as they can offer bespoke advice on the implications of any break in studies for a research degree programme.

3.3 I still want to take a study break - what do I do now?

If having sought advice you still wish to take a study break, you must inform us in writing by completing the “Student Study Break Request Form” if you have not done so already.

It is important that you keep engaging with your programme until your request is responded to. We may not be able to agree to your request and you may need to continue on your programme. If we do agree to your request, we will take the receipt date of your “Student Study Break Request Form” as your last date of engagement and charge fees accordingly.

This must be submitted to The Hub – either via email to thehub@uel.ac.uk or in-person at either our Stratford or Docklands campuses. For further information on opening times and locations, please visit www.uel.ac.uk/students

3.4 What happens next?

Once we have received a formal study break request and we are sure that we have provided you with appropriate information and advice we will:

- Ascertain your last date of engagement, charge tuition fees in accordance with our [Fees Policy](#) and confirm this in writing to you

- Also confirm in writing when you are due to return to studies and invite you to re-enrol at the appropriate time
- Inform all relevant bodies of your study break – this may include UKVI (if you are studying on a Tier 4 student visa) and Student Finance England/other government funding body, any relevant professional body and Transport for London. If you are living in UEL accommodation we will also inform Residential Services that a study break has been agreed.

In return you are required to:

- Ensure that you pay immediately any outstanding tuition fees or other debts due to UEL
- Return any books you have to the Library
- Send evidence of returning to your home country if you are on a Tier 4 student visa to pbs@uel.ac.uk - e.g.: scanned copy of flight ticket, boarding pass and re-entry stamp in your passport
- Keep your contact details up to date via [UEL Direct](#) or email notification to thehub@uel.ac.uk
- Check your email account for further information from us regarding your return to studies – including your bulk/junk folders
- Formally request any change to your intended return date by submitting a new “Student Study Break Request Form”
- Comply with any other requests made by UEL as appropriate to your programme and circumstances.

4) Student Programme Withdrawal

4.1 Implications of withdrawing from your programme

Before you decide to withdraw from your programme it is important that you understand:

- **We are here to help** – if you are struggling with your studies, finances, visa issues, health or personal circumstances we have a wide range of support services (available from [The Hub](#)) that could help you to stay on the programme now
- **Tuition fees will be due to UEL if you have engaged with the programme after Week 3 of teaching in your current enrolment year** – please see our [Engagement Policy](#) for information on what constitutes student engagement and our [Fees Policy](#) for further information on the fee that will need to be paid
- **Future government funding may be unavailable to you** – Student Finance England do not routinely support repeat/extended periods of study
- **If you are in receipt of government benefits your entitlements may change** – please speak to the [Student Money Advice and Rights Team](#) to find out how you may be affected
- **You may not be able to return to study at UEL at a later date** – you would need to re-apply to the programme. We cannot guarantee that we would be able to offer you a place upon re-application or that your programme will be offered at a future date
- **We will report your withdrawal to UK Visa and Immigration if you are studying at UEL on a Tier 4 student visa** – you will be required to return to your home country and there may be adverse implications for any future UK visa applications
- **You will no longer be entitled to live in UEL halls of residence** – please refer to your accommodation contract and/or contact [Residential Services](#) for further information on required notice periods and rent due
- **You will lose the rights, facilities and services that benefit UEL students** – this includes a UEL email account, UEL Student ID Card, [UEL Scholarships/Bursaries](#) (including free books and tablets which need to be returned) and access to our library and other UEL facilities. If

you have a student discount Oyster card then we will also inform Transport for London (TFL) that you are no longer a student at UEL and your discount card will become invalid. We will also inform any relevant professional bodies that you are no longer a UEL student.

It is therefore important that you tell us as soon as you are thinking about withdrawing from your programme.

4.2 How can I find out more information?

Information and advice about the support we can provide to help you stay on the programme and the particular implications for you of withdrawing can be secured in the following ways:

- 1) **Discuss your intended withdrawal with your Personal Tutor/Programme leader** – they will discuss the academic implications of any withdrawal and refer you to support services for further information and advice if necessary
- 2) **Alternatively, contact the [SkillZone](#) for advice** – our Learning Achievement Advisors can also offer advice on the academic implications of any withdrawal
- 3) **Email thehub@uel.ac.uk** from your UEL student account – preferably with a completed “Student Withdrawal Request Form” attached so that we understand your particular reasons for requesting withdrawal prior to contacting you
- 4) **Telephone the Hub on +44 (0) 208 223 4444** – have your student number to hand so that we can look at your record and give you the fullest advice possible
- 5) **Contact the [UELSU Advice Service](#)** who can provide you with impartial advice and guidance and assist you in this process. You can email for support via studentadvice@uel.ac.uk or book an appointment by calling +44 (0) 208 223 7025 or +44 (0) 208 223 4209
- 6) **Postgraduate Research students should speak to the [Graduate School](#)** as they can offer bespoke advice on the implications of any withdrawal from a research degree programme.

4.3 I still want to withdraw from my programme at UEL – what do I do now?

If having sought advice you still wish to withdraw from studies at UEL, you must inform us in writing by completing the “Student Withdrawal Request Form” if you have not done so already.

This must be submitted to The Hub – either via email to thehub@uel.ac.uk or in-person at either our Stratford or Docklands campuses. For further information on opening times and locations, please visit <https://www.uel.ac.uk/students>

4.4 What happens next?

Once we have received a formal withdrawal request and we are sure that we have provided you with appropriate information and advice we will:

- Ascertain your last date of engagement, charge tuition fees in accordance with our [Fees Policy](#) and confirm this in writing to you
- Inform all relevant bodies of your programme withdrawal – this may include UKVI (if you are studying on a Tier 4 student visa), Student Finance England/other government funding body and Transport for London. If you are living in UEL accommodation we will also inform Residential Services that you have left the programme
- Award you with the highest qualification to which you are entitled to at the next award board
- Provide you with advice and guidance from our Employability Team if requested on the “Student Withdrawal Request Form”.

In return you are required to:

- Return your UEL Student ID Card to [The Hub](#)
- Ensure that you pay immediately any outstanding tuition fees or other debts due to UEL
- Return any books you have to the Library
- Return any books or tablets provided to you by UEL under our Scholarship and Bursary schemes to [The Hub](#)
- Send evidence of returning to your home country if you are on a Tier 4 student visa (pbs@uel.ac.uk - e.g.: scanned copy of flight ticket, boarding pass and re-entry stamp in your passport)
- If you are living in UEL accommodation, contact [Residential Services](#) to finalise your move-out date and rent due
- Comply with any other requests made by UEL as appropriate to your programme and circumstances.

Status: Final Draft – recommended for approval at Academic Board by Student Experience Committee 21 April 2016 and Regulations Committee 16 May 2016.

Drafted by: Emma Burchfield

Date: 6 June 2016