Interruption of Study

For Undergraduate students with an ‘Overseas’ fee status who are not eligible for funding via Student Finance

Please note: It is important that you read the accompanying notes before you complete this form and ensure that this is the most up to date copy from the website.

Student Details

First Name: ___________________________ Family Name: ___________________________
Student Number: ___________________________
Programme of Study (e.g. BA History): ___________________________

Interruption Details

I am interrupting my studies from: (please tick)
- Start of academic year (21/09/2015)
- Start of Spring Term (11/01/2016)
- Start of Summer Term (27/04/2016)
- End of Autumn Term (11/12/2015)
- End of Spring Term (24/03/2016)
- Other - Please specify (dd/mm/yyyy):

I will resume my studies on: (please tick)
- Start of the next academic year (19/09/2016)
- Other - Please specify (dd/mm/yyyy):

Please state your reason(s) for requesting this period of interruption:

Student’s Confirmation

I confirm I have read the accompanying notes and understand the implications of requesting a period of interruption. I understand that:
- my tuition fee liability will be based on the Fee Liability table in the accompanying notes;
- if I am currently in RHUL student accommodation, I must move out of the accommodation within 5 days of the interruption start date and I remain liable for the cost of the room until I officially sign out of the room.

Student’s Signature: ___________________________ Date: ___________________________

Academic Approval (by the Academic Co-ordinator or Head of Department)

NB: If the student is on a joint programme (e.g. English and Drama), approval must be provided by both departments.

I confirm that:
- the department supports the interruption to start from the dates stated above;
- the department approves the interruption for the reasons outlined above and that adequately documented supporting evidence has been provided. This evidence is held within the department and can be produced on request;
- if a student is permitted to resume their studies part way through an academic year (e.g. in January), it has been ensured that the student will be able to resume the necessary courses in order to complete the academic year successfully.

Signature: ___________________________ Print name: ___________________________
Position: ___________________________ Date: ___________________________

Joint department (if applicable)

Signature: ___________________________ Print name: ___________________________
Position: ___________________________ Date: ___________________________

Please return the completed form to student-administration@royalholloway.ac.uk or to the Student Services Centre

Updated 16 September 2015
Accompanying Notes for International Undergraduate Students who wish to Interrupt their Studies

- The Academic Registry may permit a student to interrupt their studies for up to 24 months on financial, medical or personal grounds on the recommendation of the student’s Head(s) of Department or School.
- A student may only interrupt their studies for more than 24 months, whether consecutively or otherwise, with the permission of the College Board of Examiners’ Executive Committee.

Before you come to a decision about interrupting your studies, it is recommended that:
- you read carefully the implications of interrupting your studies (see below)
- you seek help or advice from the following support systems available (as appropriate):
  - http://www.royalholloway.ac.uk/ecampus/welfare/counselling/commonproblems.aspx
  - Student Finance Advisor: 01784 414633
  - Disability & Dyslexia Office: 01784 276473
  - Counselling: 01784 443128
  - SU Welfare Office: 01784 276700

Implications of Interrupting Your Study

### Student Status
Students who have interrupted their studies remain registered students of the College and subject to College Regulations but do not have the right to attend classes, use College facilities or receive tuition or supervision other than occasional access to tutors by arrangement.

### Fee Liability
- If you interrupt your studies, you are liable to pay fees for the period that you have attended prior to the interruption.
- If you are self-funding, you will be liable for tuition fees on a pro-rata basis, depending on when you start your interruption in 2015/16 e.g.:

<table>
<thead>
<tr>
<th>Start Date of Interruption</th>
<th>21/09/15 to 02/10/15</th>
<th>03/10/15 to 21/10/15</th>
<th>22/10/15 to 21/11/15</th>
<th>22/11/15 to 21/12/15</th>
<th>22/12/15 to 21/01/16</th>
<th>22/01/16 to 21/02/16</th>
<th>22/02/16 to 21/03/16</th>
<th>22/03/16 to 21/04/16</th>
<th>22/04/16 to 21/05/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of months to be billed</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

- On resumption of your studies, your tuition fee will be calculated based on the current year’s fee, not the fee from the year that you started the interruption, and your account will be amended accordingly.
- If you do not return from the period of interruption and subsequently withdraw, the date of withdrawal is taken as the start date of the interruption and the fee liability is calculated according to the Fee Liability table for Withdrawals.

### Bursary and Scholarship Eligibility
- If you are in receipt of a bursary or scholarship, please be aware that your future eligibility may be affected by interrupting your studies. Should you have any queries, please contact student-enquiries@royalholloway.ac.uk.

### RHUL Tier 4 Student Visa Holders
- If you are studying at Royal Holloway under Tier 4 Visa, your interruption will be reported to the UKVI (UK Visas and Immigration) and you will be required to leave the UK within 60 days.
- You will have to reapply for a new visa 3 months prior to the resumption of your studies at Royal Holloway.
- The UKVI will be provided with the most recent contact details that we have recorded for you on Campus Connect.
- For further advice, please contact internationaladvice@royalholloway.ac.uk.

### Students in RHUL Student Accommodation
- If you are currently in RHUL student accommodation, you are obliged to move out of the accommodation within 5 days of the start of your interruption date.
- You will remain liable for the cost of the room until you have completed the form to officially vacate it (available from the Student Services Centre or at http://www.royalholloway.ac.uk/ecampus/documents/pdf/housing/noticeform.pdf).

### Interruptions beginning before the end of Term 2 (24/03/2016)
- The withdrawal from all courses and examinations not fully completed and assessed by the date of interruption. Interruptions after the end of Term 2 (24/03/2016) will only be granted in exceptional circumstances and will not incorporate a withdrawal of courses because by this point students are considered to have been entered for the assessment and this will count as one of the three possible attempts at a course.

### Interruption Process
Once you have decided that you definitely do wish to interrupt your studies:
1) Complete the top 3 sections of the form yourself and then submit the form to your department for approval by the Academic Co-ordinator or Head of Department.
2) Once the form has been signed, submit the completed form to the Student Services Centre in the Windsor Building or scan it to student-administration@royalholloway.ac.uk for processing.

### Re-Enrolment
Student administration will contact you shortly before you are due to resume your studies with details about the re-enrolment process. You must re-enrol within 3 weeks of your stated date of return. Failure to re-enrol by the deadline may result in the closure of your student record.