



# ACADEMIC ADVICE

TEMPORARY SUSPENSION  
OF STUDIES

## What is suspension of studies?

If you have mitigating circumstances, such as financial, personal, medical or other difficulties during your time at university, are doing an internship or placement, or if you're transferring to the first year of another course at the start of the next academic year, it's possible to suspend your studies for up to twelve months. In other words, you can take a period of time away from university, as long as you complete the appropriate form and it's approved by your department.

When you suspend your studies you won't be classed as a fully registered student, meaning you won't be able to attend classes or use many of the University's services. You will however still count as a registered student, meaning your suspension will contribute towards your overall period of registration. For example, a three year undergraduate degree must be completed within five years, a four year degree within six years, and so on. This also means that if you've already taken a temporary suspension, or already have a previous period of study, you may not be eligible to suspend, as it may take you over the allowed maximum period.

Obviously, deciding to suspend your studies can be a big decision to make, and we recommend that you talk it through first, so that you're sure you've made the right decision. You can discuss the situation with us here in the Advice Service, but also try to talk with friends and family, your Personal Tutor or Head of Department, and support services such as the Student Welfare Service and Counselling Service.

## How do I apply to temporarily suspend my studies?

To suspend your studies you need to complete a '[Suspension Request](#)' form, on which you need to include your personal and course details, details about your suspension period, your last date of attendance, your expected date of return, and your signature. If emailing the form from your University email account the form can be signed electronically.

Section B should be filled in by a representative from your department, who will need to approve your suspension by signing the form.

Once you've completed your form, you need to submit it to your Academic School/Department. Make sure that the form is fully filled in, as the form can't be accepted if it's incomplete.

***We highly recommend that you read through the University's guidance on suspending, found [here](#), as this gives more detail about what you need to do and take note of, depending on your level or mode of study.***

### **What happens next?**

Once your department have approved your suspension you'll be informed in writing.

Where appropriate, the University will also notify Student Finance England of your suspension of studies, however we recommend that you inform them also.

You should also speak to the Student Welfare Service as they'll be able to explain the financial and immigration implications of suspending your studies.

If you're a resident in a hall or University self-catering accommodation, you'll need to inform the Accommodation Office if you're leaving. If you live in private rented accommodation, please speak to your landlord if you wish to move out.

### **How do I return to my studies?**

The University will notify you of the most appropriate point for return to your course. Towards the end of your period of suspension the University will send you details of how to re-register. If you've suspended for medical reasons, you'll be contacted before you return to your studies to request a medical report from your GP, or another relevant health professional. This evidence will then be considered to decide whether you're fit enough to come back, and to also ensure that appropriate support is in place for your return.

### **What if I can't return to my studies at the expected time?**

If, for whatever reason, you're unable to return to university at the expected time, you should notify your department, in writing, as soon as possible. You'll need to explain the reason that you're unable to resume, and this will then be submitted for approval. However, it's unlikely that a period of suspension will be extended more than once on academic grounds.

## What can the Advice Service do for me?

**Advice Service** (formerly known as Education Unit) – Here in the Advice Service we provide advice on academic, housing and signposting issues.

If you're unsure whether suspending your studies is right for you, you can talk to one of our advisors about your options. We can also signpost you to other support services that may be able to help.

However, if you are sure that you do want to suspend, we can advise you on how to complete the form and talk through your next steps.

Feel free to get in touch with us via our [contact form](#), and we will then get back to you within 2 working days to offer you an appointment, or provide further advice.

Opening hours are 10am-4pm, Monday to Friday.

If your query is urgent you can contact us on [advice@le.ac.uk](mailto:advice@le.ac.uk) or +44 (0)116 223 1132/1184/1109.

*Due to the COVID-19 outbreak, the Advice Service is now closed and will not be offering any face to face meetings or drop-ins. We will still be advising via email and can arrange video calls and phone calls if required. Information about our service changes is available [here](#).*

## Who else can I talk to about temporarily suspending my studies?

The following people and services may be able to help you with various aspects of your temporary suspension from university:

- **Personal Tutor** – We recommend that you discuss your temporary suspension with your personal tutor so that they're aware of the situation, and can advise you on any ways your department can support you.
- **GP** – If you're suspending for health reasons, your GP can help you get the help you need.
- **Student Loans Company** – If you receive funding from the Student Loans Company, you will need to inform them of your suspension.
- **[Student Welfare Service](#)** – We highly recommend that you speak to Welfare, as suspending your studies may have financial implications if you receive support from the Student Loans Company. They're located in the Charles Wilson building, and their contact details are + 44 (0)116 223 1185 or [welfare@le.ac.uk](mailto:welfare@le.ac.uk).
- **[Student Immigration Advice and Compliance Team](#)** – For information and advice on visas and immigration, and how suspending your studies might impact this, email [visas@le.ac.uk](mailto:visas@le.ac.uk).
- **[Student Counselling & Wellbeing Service](#)** – If you feel that you need mental health support, the University offers a counselling service for students. You can book an appointment by filling in their [online form](#). You can also contact them on +44 (0)116 223 1780 or [wellbeing@le.ac.uk](mailto:wellbeing@le.ac.uk).
- **[Career Development Service](#)** – The University's Career Development Service can discuss your options with you, and help you think about career and study options. To book an appointment please call +44 (0)116 252 2448, or email [studentservices@le.ac.uk](mailto:studentservices@le.ac.uk). It's important that you go to a Careers appointment prepared, so take your CV along with you, and have a think beforehand about what career path you'd like to take.
- **[Unitemps](#)** – If you wish to work during your temporary suspension, the University's recruitment consultancy, Unitemps, may be able to help you find employment. Get in touch with them on [unitemps@le.ac.uk](mailto:unitemps@le.ac.uk) or call +44 (0)116 229 7007.

## Useful Links

- [University's information about Suspension of Studies](#) (including Suspension Request Form)
- [Guidance for Undergraduate students \(on campus\)](#)
- [Guidance for Postgraduate students \(on campus\)](#)
- [Guidance for Distance Learning students](#)
- [Guidance for Postgraduate Research students](#)
- [Senate Regulation 2.37](#) onwards, relating to Suspension of Studies

