

Interruption of Studies Application

Student to discuss their study options with their Award Leader or the Programme Advice Team and Personal Tutor prior to completing this form. By submitting the form, you confirm you have done this.

This form is to be completed by the student and returned to your Programme Advice Team by raising a query.

Please ensure that you have completed all fields. Please use block capitals.		Funding Body/Sponsor (Please tick a box):	
Forename		Future Finance	
Surname			
Student Reference Number		Self-Funding	
BPP Email Address		Student Loans Company	
Year and month enrolled (MM-YYYY)		Sponsored (Please specify) _____	
Programme		Other (Please specify): _____	
Mode (FT/PT)		Tutor Group Number	
Location		Mobile	

Please note that if you are receiving funding from Student Loans Company, an IOS may impact your current and/or future funding for both your maintenance and tuition fee loans (Undergraduate) or Postgraduate Loan. If you wish to check how you may be affected, please email slcqueries@bpp.com. If a student is SLC funded, the overall funding received from SLC will not change upon return and will remain as the original entitlement amount.

Requested IOS start date (DD-MM-YYYY)	
Requested IOS return date (DD-MM-YYYY)	
Length of requested IOS (in months)	

Please note:

- If a student is not up to date with fee payments an IOS will not remove the liability to pay the fees overdue and BPP may continue to pursue the debt despite the IOS.
- An IOS can only be granted for a period longer than 1 semester/term up to a maximum of 12 months. Students may be on IOS for a maximum period of 18 months (this may be consecutively or at different points in the programme).
 - IOS does not extend the student's maximum completion time on their registered programme.
 - Students on IOS are not permitted to undertake any assessments during this period.
 - Students on IOS will lose access to their HUB materials while on interruption.

Students studying on a Student Route Visa:

- This application must also be approved by the Study Visas team prior to being referred to the School for consideration.
- Once your IOS is granted, the Study Visas team will report this to the UKVI and withdraw sponsorship. This means that the UKVI will cancel your visa and you will not be able to remain in the UK on your Student Route visa.



- When you are ready to resume your studies, you will need to request a new CAS letter from the Study Visas team, to make a fresh visa application from overseas. Please note that a new CAS will only be issued should you meet the relevant UKVI rules and BPP's rules.
- International students must provide proof of a valid visa before being re-registered following a period of IOS.

If you have a disability, health or mental health condition, there is help available from BPP. To have a conversation and to see how we can help, please contact Learning Support at learningsupport@bpp.com

Reasons for Application, please tick:		Mode of Study, please tick:		Are you studying in the UK on a visa?	
Financial		Full-Time		Yes (please state type of visa)	
Illness		Part-Time			
Visa		Flex		No	
Personal		Other (Please specify)			
Work					
Other (please specify)				If yes, is your visa sponsored by BPP?	

Please give a personal statement of the reasons for this application. You will need to complete this form and append to it objective and authoritative evidence that supports the grounds upon which application is being made:

To be completed by all students:

I can confirm that the information I have disclosed above is true and I have referred to the [University Policies and Procedures](#) prior to submitting this form. I confirm that I understand that there may be fee implications in taking an Interruption of Studies and any funding body or sponsor may be informed. I confirm that I understand that tuition fees are increased annually and that payments will be due at the rate payable in the academic year of my return. Fees already paid to the University will be retained as payment for the portion of the year which I have already commenced. I understand that I will be sent an email to my student email 4-6 weeks prior to my return and that I must engage with this, even if I am not ready to return.

Signed: _____

Date: _____

Please submit an IOS query via The HUB, once you have received a response from the Programme Advice team, please attach this form to your email for it to be processed.



To be completed by the Award Leader or Programme Advice team

Interruption of Study has been (Please tick a box):	
Granted	
Refused	

Please tick to confirm that you have discussed this IOS with the student.	
Please tick to confirm that you have checked all information provided in the student section of this form for accuracy.	

Has the student previously taken any periods of IOS on their current programme of study? (Please tick)	Yes		No	
If yes, please specify start date of prior IOS (DD-MM-YYYY)				
If yes, please specify end date of prior IOS (DD-MM-YYYY)				
If yes, please specify length of previous IOS (in months)				

Grounds for granting or refusing the interruption of study request:

Modules student will be following on return to study:

If granted, please fill out the following:

Current Programme, mode, location and cohort		Student's return programme, mode, location and cohort	
Number of weeks studied to date:		Student's new course end date	
Date IOS commences (DD-MM-YYYY)		Will the student's programme mode or location of study change?	Yes
			No
Date student will return (DD-MM-YYYY)		Please specify new programme, mode and location of study:	

Please provide any issues/conditions that may affect the programme of study to which the student intends to return:
Please outline any conditions for the student to rejoin the programme:

Award Lead or Programme Advice: please send the completed form to the Student Records Office. Please note that forms submitted with incomplete fields will not be accepted.

Name: _____ Role: _____

Signed: _____ Date: _____

