



# Compelling Personal Reasons (CPR)

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Information for students suspending, repeating or who have previously withdrawn due to compelling personal reasons or health issues. The previous/repeat study rules for Student Awards Agency for Scotland (SAAS) differs from below. If you are funded by SAAS and will be repeating a year or change course, please contact SAAS directly to discuss.

## **Q. What are 'compelling personal reasons' (CPR)?**

CPR could be a personal or family crisis or health issue, including pregnancy, that has affected your ability to study. If you have been affected by compelling personal reasons that resulted in suspending, withdrawing or repeating a year of your studies, you can ask your Student Finance Provider to take CPR into consideration. This would mean the change to your studies would not adversely affect the funding available for the rest of your course.

## **Q. How is my funding affected by changes to study?**

Funding can be affected in two ways:

### **1. Funding for remaining years of your course**

If you suspend or withdraw from studies, the amount of funding available to you for the coming years of your course depends on how many years you have already studied.

This is calculated using the Previous Study Rule. Each student is given funding to cover the length of course plus one extra year called a "gift year". If you are taking a three year long course, your funding entitlement would look like this:

**3 years (course length) + 1 extra year (gift year)  
= 4 years of funding**

If you make changes to your study involving suspending or withdrawing, you would usually lose funding for study commenced in that academic year. For instance, if you suspended in Year 2 of a three year course, your funding entitlement would look like this:

**3 + 1 = 4 - 2 years of study = 2 years of funding left**

If you were affected by CPR however and can provide the necessary evidence to demonstrate that this affected your ability to study, you could ask your Student Finance provider to add an extra year of funding to your overall entitlement. This would mean in the above scenario if CPR were accepted, three years of funding would remain:

**3+ 1 = 4 -2 years of study = 2 years of funding left, however + 1 CPR year restored = 3 years of funding left**

You can find more information on the financial implications of changes to your study at:  
**[northumbria.ac.uk/financialsupport](http://northumbria.ac.uk/financialsupport)**

### **2. Overpayment of maintenance loan and grant**

If you suspend or withdraw from study, any amount of maintenance loan or grant paid to you for the remainder of the semester for which you will not be in attendance, would usually need to be repaid to your Student Finance provider.

This is because your Student Finance provider would see this money as being an "overpayment" ie you will not be in attendance for a portion of the time the amounts given are awarded to cover.

However, if you can provide evidence of CPR, your student finance provider can make a discretionary decision to waive the repayment of this and the finance received for that year of study affected by CPR.

Usually, when you suspend, you will not be paid any student finance for the period you are not in attendance (ie from the suspension date until the date you resume studies).

If you are going to experience great financial difficulty when suspending as a result of not receiving student finance for living costs for the period of your suspension, you can request that your student finance provider makes a discretionary decision to continue your maintenance payments (living costs).

**Q. How can I request my CPR to be considered by my Student Finance provider? What evidence would I need to include?**

The Student Finance England funding guidelines state the following evidence must be included with a detailed covering letter from you explaining how the CPR affected your ability to study at that time:

*"As far as is reasonably practicable, evidence should be obtained from the student or elsewhere to support a claim that the withdrawal was for compelling personal reasons or the need to repeat a year is for compelling personal reasons. For instance, the student might be able to provide medical evidence from his GP or perhaps an HEI's student support advisory service could (with the student's permission) attest to a personal or family crisis. Other possible sources might include social services or the clergy."*

Such evidence could be a doctor's note, hospital letter, birth or death certificate, letter from a social worker and so on. All evidence must be from an official source. If you are unsure what evidence would be accepted please speak to a Welfare, Immigration and Funding Adviser.

**Q. What address do I send my CPR letter and evidence to?**

Please see the addresses, or the address finder, links for each UK student finance provider below. If you are unsure of your provider, please speak to an Adviser:

**Student Finance England**

PO Box 210  
Darlington  
DL1 9HJ

**Student Finance Northern Ireland**

Use the **Education and Library Board Finder** for the correct address for you.

**The Student Awards Agency for Scotland**

Gyleview House  
3 Redheughs Rigg  
Edinburgh EH12 9HH

**Student Finance Wales**

For the correct address for you, please use the [Local Authority Finder](#)

## Contact the Welfare, Immigration and Funding Team

### Visit us at an Ask4Help point

**At City Campus**

Drop in to speak to an Adviser:  
Monday, Tuesday, Thursday, Friday  
(10am – 4pm), Wednesday (1 – 4pm)  
Student Central, City Campus Library

**At Coach Lane Campus**

Bookable Appointments  
Student Central, Coach Lane Library

**At London Campus**

Ground Floor

**At Amsterdam Campus**

Fraijlemaborg Building

**Tel: 0191 227 4127**

**[sv.welfareandinternational@northumbria.ac.uk](mailto:sv.welfareandinternational@northumbria.ac.uk)**

Current Northumbria students should make enquiries via the Student Portal:  
**[myportal.northumbria.ac.uk](http://myportal.northumbria.ac.uk)**



FINANCIAL SUPPORT

Visit an Ask4Help point  
**[northumbria.ac.uk/financialsupport](http://northumbria.ac.uk/financialsupport)**

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