



UK Students: Leaving the University (Interrupting)

Interrupting your Study

Taking time out from your course, maybe for personal or health reasons, with a view to resuming your programme at a later date (usually the following academic year) requires approval from your Faculty. You should first speak to your tutor or supervisor to discuss issues you may have and any alternative options available to you.

You will need to log a request and this is managed from beginning to end via the change of circumstances (ChoC) online portal. To initiate a request you are required to log on to your student portal homepage, go to 'MyRecords', then from the Menu click on the 'Change of Circumstances' link and select 'Start Process'. This is the start of a process which requires your continued engagement until your case has been closed via the ChoC portal. The Student Transition Team will be in touch to support and guide you throughout the process. Please be aware that you can cancel your request at any stage.

If you would like to speak to a member of the Student Transition Team, you can telephone to discuss your request further or book an appointment on 0191 243 7500.

What happens to my Funding?

If you interrupt study from your programme your student finance provider will normally suspend your financial support until notified by Northumbria University that you have returned to study. If you do not return until the following academic year you are required to re-apply for your student funding as normal.

Based upon the date you have agreed to interrupt study, your funding provider may require you to repay any Loan/Grant(s)* which have already been paid to you which were intended to cover a period when you will no longer be in attendance. Please be aware they may recover any overpayment from future student finance instalments upon your resumption of studies. It is best to contact your funding provider to discuss your circumstances if an overpayment causes you financial difficulties.

If you are taking time out due to illness or caring reasons you should make your Faculty aware of this and they can ensure that your funding provider is notified of that reason. You should then continue to be entitled to your student funding for the first 60 days of non-attendance at University following the agreed interruption date. In practice this reduces the amount recoverable as an overpayment.

If your illness continues you should contact our Welfare, Immigration and Funding Team to discuss whether other funding options are available to you.

If you can demonstrate to your student finance provider that the suspension of your student finance during your interruption would cause you financial hardship, they may allow you to continue receiving payment of Maintenance support for the duration of the interruption. Please speak to a Welfare, Immigration and Funding Adviser for further information about making a request for Discretionary Payment to your funding provider.

Students funded by the NHS Bursary scheme are required to have an absence authorised by their Faculty or payment of their Bursary will be suspended. NHS students who will be absent from their course for more than 60 days will normally have their Bursary payments suspended.

You are not usually entitled to any Welfare Benefits (unless you already receive them), as the Benefits Agency will still consider you to be a full-time student (even though you are not in attendance). You may therefore need to work in order to financially support yourself during this period.

An exception to this rule is where a student has had to interrupt their study due to personal ill-health or to care for a dependant. Once they are able to continue with their course but are awaiting the resumption date they can register as unemployed with the JobCentre.

Students who experience financial hardship during an interruption to study should contact our Welfare, Immigration and Funding Team to discuss the possibility of making an application to the Access to Learning Fund (ALF).

Future Support and the Previous Study Rule

You should be aware that taking time out may limit your entitlement to financial support when you resume your studies. During an interruption to study you should apply as early as possible for your next year's student funding so as to have confirmation of the funding available, and whether a fee loan is available before re-commencing on your course.

Eligible students are entitled to financial support for the length of their programme plus one additional year, minus any years of previous study. This is known as the 'Previous Study Rule'.

Example 1: A student interrupts his three year programme during his first year. He resumes studies at first year again the following September. He is entitled to three years' financial support for the remainder of the programme.

3 year programme + 1 additional year - 1 year previous study = 3 years' remaining financial support (3+1-1=3).

Example 2: A student is repeating the second year of her three year degree programme and interrupts during the year. She resumes studies the following September, again in second year. She will be entitled to one year of financial support for the remainder of her programme.

3 year programme + 1 additional year - 3 years' previous study = 1 year remaining financial support (3+1-3=1).

The student in the above example would only receive financial support for year 3 of the programme and is required to support herself (or 'self-fund') when she resumes studies in second year again. Where a student is required to self-fund any years of their programme, this will always apply to the earlier rather than later years of the programme.

During any 'self-funding' years, students will not be able to receive a Tuition Fee Loan (TFL) or Maintenance Grant* support. In this scenario the student will be required to pay £9,250 in tuition fee to the University. Failure to do so will lead to exclusion from teaching, marking, Library and IT access.

Under the current rules, eligible students can continue to receive the Maintenance Loan and additional grants until they have an honours degree.

Under the regulations, even if you interrupt after one day of your programme, this will be counted as one year of previous study. However, if you decide to interrupt your studies for Compelling Personal Reasons (CPR) and can provide evidence of your circumstances, your student finance provider has discretion to extend your support by one year.

Some examples of circumstances which may be considered under CPR rules include a serious illness/bereavement/pregnancy/personal family crisis. Please see our information sheet on CPR and the evidence required by your student finance provider for further information.

*** Maintenance Grants will no longer be available to students commencing their studies in 2016 or later.**

What Happens to my Tuition Fees?

Dependent upon the date you interrupt study, the amount of tuition fee you are charged may be reduced from the standard amount, as is the amount of fee loan which the Student Loans Company (SLC) will pay:

All Home/ EU students who interrupt their programme of study at Northumbria University, will be liable for a tuition fee depending on the term in which they interrupt:

- During term 1 you will be charged 25% of the total academic year's fee (SLC will release 25% of your TFL)
- During term 2 you will be charged 50% of the total academic year's fee (SLC will release 50% of your TFL)
- During term 3 you will be charged 100% of the total academic year's fee (SLC will release 100% of your TFL)

If you have arranged to pay your fees direct to the University, you will owe the relevant amount to the University Finance Department. If not, you will owe this to your funding provider.

For further information regarding your fee liability, postgraduate students should contact a Welfare, Immigration and Funding Adviser or the University Finance Department.

Please note: This advice relates to the system in England and specifically SFE. If you are funded by another body such as Wales, NI or SAAS please confirm with them any variations under their Regulations.

Contact Us

Visit us at an Ask4Help point

Tel: 0191 227 4127

sv.welfareandinternational@northumbria.ac.uk

Current Northumbria students should make enquiries via the Student Portal:
myportal.northumbria.ac.uk



FINANCIAL SUPPORT

Visit an Ask4Help point
northumbria.ac.uk/financialsupport

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