



## Suspension of Studies Form

*This form is to be used by students wanting to temporarily suspend their Higher Education studies at USP College, please see the USP College Higher Education Suspension of Studies web page for details on the full process.*

### SECTION A: (to be completed by the student)

STUDENT DETAILS			
Surname:		Forename(s):	
Student Number:			
Programme:			
Year of Study (e.g. 1/2/3):			
Course Leader:			
PRIMARY REASON FOR SUSPENSION (select one only)			
<input type="checkbox"/> Financial <input type="checkbox"/> Medical <input type="checkbox"/> Personal/Family <input type="checkbox"/> Parental/Maternity/Adoption		<input type="checkbox"/> Employment difficulties <input type="checkbox"/> Internship/Placement <input type="checkbox"/> Other reason – please give details:	
<b>Brief explanation:</b>			
<b>Last Date of Engagement</b>	Click or tap to enter a date.		
<b>Have you suspended before?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, when?</b>	
<b>Date you wish to suspend from?</b>	DD/MM/YY	<b>Date you intend to return?</b>	DD/MM/YY
STUDENT DECLARATION			
<p>I have read the guidance notes available on the USP College Suspension of Studies web page and I confirm that I understand the following:</p> <ul style="list-style-type: none"> <li>the implications of suspending from my studies at the College</li> <li>that I have discussed suspending my studies with my Course Leader</li> <li>that completion of this form does not release me from any accommodation contract I may have signed</li> <li>that I may be liable for a proportion of my tuition fees and that the College will inform Student Finance England/Home Office (where appropriate) of my change in circumstances and that this may have implications for my finances and/or immigration status</li> <li>that I will be notified by email once my request has been processed</li> <li>I have full intentions of returning to my studies on the intended date</li> </ul>			
<b>Student Signature:</b>		<b>Date:</b> Click or tap to enter a date.	
<p><i>If you are completing the form electronically and emailing it to us from your College email account, you can type your name and email address in the Signature section.</i></p>			





**SECTION C: (to be completed by the Head of HE)**

<b>Head of HE Declaration</b>			
I support this student’s request to suspend their studies and have completed the needed oversight.			
<b>Head of HE Signature</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No* *If no please provide details:	
<b>Head of HE Declaration</b>		<b>Date</b>	Click or tap to enter a date.

**SECTION D: (to be completed by the USP College MIS Team)**

<b>MIS Declaration</b>			
The following tasks have been completed and actioned			
<b>Task List</b>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Head of HE Declaration</b>		<b>Date</b>	Click or tap to enter a date.