



Student  
Services

Funding & Advice



# A guide to interrupting your studies and how this can impact funding

(excl. Pre. Registration Nursing and Midwifery students)

 @UWS\_Funding



## What is interruption?

Interruption of study means you interrupt or suspend your study for a specific period of time. It's different from withdrawing because you will resume your studies at a future date which has been agreed by the University.

## How long can I interrupt my studies for?

An interruption can be for a period of a trimester or a full academic year only. This ensures you have a smooth transition when you return. For example, if you complete Trimester 1 of your third year and interrupt for Trimester 2, you would only need to return in the following academic year to complete Trimester 2 of your third year.

There can be some flexibility around this so do not be afraid to ask. The impact on your funding might be bigger, but we are on hand to help you understand this. Periods of absence for a few weeks should be managed within your Schools authorised absence process.

## On what grounds can I apply for an interruption?

An authorised interruption is only be considered where the circumstances are exceptional. These are most commonly medical or health issues, unforeseen family circumstances and bereavement, but could also include activities that would have a positive impact on your studies or career, such as internships, opportunities to work abroad etc.

## How does interruption affect my student funding?

While the university does treat an interruption and withdrawal differently, SAAS do not, and will consider any student not attending to be withdrawn. As you are not attending, all of your funding will stop unless you fit the criteria detailed below in the section titled 'Interrupting and Maintaining Funding'.

Without student support, you may wish to reconsider your budget and can use the resources available at [www.uws.ac.uk/moneyadvice](http://www.uws.ac.uk/moneyadvice) to help.

As an interruption is most likely for a single Trimester of an academic year, you would recommence at the same point you left, which would have little impact on funding. This is because you are not repeating any period of study.

However, if you were required to repeat a period of study, your funding will be affected. For example, you may interrupt late in Trimester 1, which means you won't have passed those modules and would need to enrol in the next academic year from the start of Trimester 1.

While your reasons for interrupting might be due to extenuating circumstances, it doesn't mean that SAAS will provide additional funding. You can read about your options in our guide to 'Understanding Your SAAS Funding if you Need to Repeat a Period of Study', available at [www.uws.ac.uk/fundingyourcourse](http://www.uws.ac.uk/fundingyourcourse)

### **Some examples:**

SAAS normally pay the university your Tuition Fee support on 1st December. If you interrupt before this date, this fee will not have been paid, meaning you retain your tuition fee support for this level of study and can apply for this when you are ready to return. Any bursaries or grants you received before interrupting will impact your entitlement to these when you return to study.

If you interrupt after the 1st December, i.e. you complete Trimester 1 and interrupt Trimester 2, the university will retain these fees and they can be used to cover your tuition fee costs when you return to Trimester 2 in the following academic year. Again, any bursaries or grants you received before interrupting will impact your entitlement to these when you return.

## **Interrupting and Maintaining Funding**

If you are interrupting due to medical reasons, it is possible to maintain your funding. SAAS call this a medical leave of absence. You will be required to provide medical evidence\*, usually a letter from your GP, which should be submitted to your School with your application for period of interruption. If your application for interruption is successful, the university will advise SAAS that you are taking a medical leave of absence and your funding should continue.

While your reasons for interrupting might be due to extenuating circumstances, it doesn't mean that SAAS will provide additional funding when you are ready to return. You can read about your options our guide to 'Understanding Your SAAS Funding if you Need to Repeat a Period of Study', available at

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Remember, any student loan you receive will add to what you have already borrowed and will be repaid under the normal repayment terms.

\*We recommend you keep a copy of this for your records.

## **How do I apply for an Interruption?**

You make your application through your School but it is best that you consider your options, and get any relevant advice before making any formal application. You should consider the impact this might have on your funding entitlements, and discuss your intention with your personal tutor.

An application for interruption should be made in advance where possible or as soon as practical after the problem has emerged. We recommend you discuss your circumstances with your personal tutor and keep them informed.

Your School can provide you with the relevant form, which you should complete and return with any evidence. The information you provide is then used to complete a form, which is sent to Student Administration and used to update SAAS. It is therefore important that the information is accurate.

## Coming Back to UWS

Before restarting your programme you should talk to your personal tutor about returning. You will also need to complete a recommencement form, which should be arranged through your School. The University will make arrangements for you to enrol and will confirm your attendance to SAAS.

It is your responsibility to apply for any student funding and we recommend you organise this as soon as possible. We are, of course, on hand to offer advice on this if needed.



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