 **TAUGHT POSTGRADUATE STUDENT APPLICATION TO SUSPEND STUDIES**

**This form should be completed by taught Postgraduate students, including online students, who wish to take a temporary break from studies. If approved, email confirmation will be sent to the student’s University email address and copied to the School Office.**

If a taught postgraduate student is unable to make progress with their studies due to medical reasons or other good cause, they may apply to their programme coordinator to suspend their studies for a fixed period, normally not exceeding 12 months.

**Regulatory notes**

* Suspensions cannot be granted indefinitely. Requests for suspension beyond 12 months will not normally be approved.
* Suspensions will not normally be applied retrospectively.

**Fees notes**

* Tuition fees will then be charged for the remainder of study when studies recommence.
* Tuition fees will be charged for any period repeated.
* Outstanding debts to the University must be cleared before resuming studies. If debts are not cleared, the student will not be permitted to resume and will not be granted access to facilities.

US students funded through the Federal Direct Loan programme should be aware that the USDE regulations may require that part of your loan is repaid if you suspend your studies.  Please refer to <https://www.abdn.ac.uk/students/finance/us-federal-direct-loans.php> where further guidance is available. It is recommended that you discuss your situation with the University’s US Loan administrator before completion of this form.

**Immigration notes**

* The University is obliged to report your Student visa when you suspend your studies for more than 2 months. This will invalidate your visa and you should make arrangements to return to your home country.
* You must then apply for a new Student visa before you return to the UK to recommence your studies.  More information on how to apply for a new visa, and the timeframes involved, can be obtained from the UK’s Home Office website.
* You will require a new Confirmation of Acceptance for Studies (CAS) to make any new visa applications. Please contact the Student Immigration Compliance team on tier4@abdn.ac.uk to apply for a new CAS.  No guarantee is given that you will be given a new CAS. Please make sure you have discussed your situation with us in advance.

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|  | **STUDENT DETAILS** |  |
|  | **Name of Student:** |  |  |
|  | **Student ID Number:**  |  |  |
|  | **Email address for correspondence concerning return to study:** |  |  |
|  | **Degree Title:**  **(eg MSc in Accounting and Finance)** |  |  |
|  | **Degree Programme start date:** |  |  |
|  | **Funding body / Sponsor:** |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Are you studying:** |  | **ON CAMPUS** |  | **ONLINE** |  | **BLENDED** |  |
|  |  |  |  |  |  |  |  |  |
|  | **Are you funded through US Federal Loans:** |  | **YES** |  | **NO** |  |
|  |  |  |  |  |  |  |
|  | **Do you hold a Student Visa:** |  | **YES** |  | **NO** |  |
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|  | **SUSPENSION DETAILS** |  |
| **Number of months requested:** |  |  |
| **Starting from (day/month/year):** |  |
| **Returning from (day/month/year):** |  |
|  |  |  |
| **Reasons for requesting suspension.** Please give as much detail as possible and continue overleaf or attach a separate sheet if necessary. If the suspension is requested on medical grounds, medical certificates will be required:  |
| **Please note that Sponsored students must keep their sponsors fully informed.** |
| **If you are a sponsored student has your sponsor been notified?** |  | **YES** |  | **NO** |
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|  | If known, please state the courses you intended to register on when resuming studies: |  |
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|  | **APPROVAL**This form should now be signed by the student and Programme Coordinator: |
| **Student:**  |  | **Date:** |  |  |
| **Programme Coordinator:** |  | **Date:** |  |
|  |

**THE APPROVED FORM MUST BE SENT TO** **postgraduate@abdn.ac.uk**

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|  | **REGISTRY USE** |  |
|  | **Date changes made in SRS:** |  | **By:** |  |  |
|  |  |  |  |  |