

Request to Interrupt Studies

Effective from 2020/21 academic year

- Students are advised to contact the Student Centre (RHB 117) for guidance on how any change may affect their student finance, their visa, and their status before requesting any change. Tuition fee liability and refunds are calculated in accordance with the [College's General Regulations](#).
- Students for whom DBS and occupational health checks are compulsory will be subject to further checks at their approved restart date and will be asked to re-apply for a DBS check where the period of interruption exceeds 3 months or extends into the subsequent session.
- International students with visa requirements are advised to contact the Immigration Advisory Service (IAS) via immigration@gold.ac.uk before submitting a change request to discuss the implications of the change on their visa requirements.
- All interruptions must be authorised by the Head of Department or Senior Tutor responsible for their programme of study.
- Please ensure all details are correct before submitting completed forms to Records and Enrolments as changes may not be possible subsequent to submission.
- Forms must be returned to Records and Enrolments via studentrecords@gold.ac.uk usually within 2 weeks of the date of interruption. Please refer to the [guidance](#) for current exceptions.

Student details	Please fill in below
Student reference	
Surname	
Forenames	
Date of Birth	

Study details	Please fill in below
Programme of study	
Stage	
Mode	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Do you have a Tier 4 visa?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Effective date of interruption (last date of attendance)	
Restart date	

For MPhil/PhD students use only

If you are funded by Research Council UK, please indicate your funding body.

ESCR AHRC EPSRC Other

Main reason for interrupting

Please tick one box only.

Health reasons Financial reasons Gone into employment Other personal reasons

Student Declaration

I have read and understood the Goldsmiths [Academic Manual](#) and the current [Interruption guidance](#), and confirm that all details on this form are correct, and understand that personal data held by the College may be stored in paper/and or electronic form in accordance with the provision of the Data Protection Act (1998), and for the purposes outlined in the College's [Data Collection Notice](#). I confirm that I have received advice on the financial implications related to taking an interruption and that if granted, I will not be an enrolled student and will therefore not have access to funds relating to that student status.

(Applicable only to students with a Tier 4 visa) I have a current Tier 4 student visa to study at the College and have sought advice from the Immigration Advisory Service on the implications for my visa when taking an interruption.

Signature:	
Date:	

Authorisation of Head of Department/Senior Tutor

I confirm that members of the department have reviewed the request and explored all available academic support to enable the student to continue studies. The student has been directed to current information on the academic and funding liabilities of their decision to interruption. All details on this form are correct. In signing this form, we are supporting this student to resume their studies on the date specified above and are confirming that this is possible. I understand that retrospective interruption requests are not permitted.

HoD/ Senior Tutor Name:	
Signature:	
Date:	

HoD/ Senior Tutor Name:	
Signature:	
Date:	

For Student Services use only

Admin Details	Please fill in below
Date Received	
Date Processed	
Assessments/Fees	
Fitness to resume signed off?	
Student Notified?	