

Student Services



Supporting student success and wellbeing

Guide to Suspending Studies for Undergraduate and Postgraduate Taught Students



go.bath.ac.uk/student-services

Academic

In the first instance, you should meet with your Personal Tutor or Director of Studies, to discuss your options, including those that may prevent the need to suspend, for example Individual Mitigating Circumstances. If you do need to take time out, then your Director of Studies will complete and authorise a **Change of Circumstances** form. This will detail the reason for suspension.

If you are suspending for health reasons you may be asked to provide a doctor's note or other evidence.

For **Undergraduate** Students Only: Where appropriate, your Personal Tutor/Director of Studies will explain any implications of your period of suspension in relation to the study regulations.

The Students' Union Advice and Support Centre can offer independent advice and guidance.

Once suspension is approved, the University will confirm the decision with you via email, and also confirm the start date of your suspension and your expected date of return, along with information on the Return to Study process.

KEY: You should confirm with your department if you will be expected to undertake any further reassessment whilst in suspense, and if so, what you need to do.

Money & Funding

If you would like to discuss possible financial support that could prevent the need to suspend please contact Student Money Advice. It is important to consider how going in suspension may impact your funding. If you receive Student Loans Company funding you need to be aware of the "attendance dates" which will impact on how much tuition fee you will be liable for.

www.bath.ac.uk/students/finance/changes-to-your-study/

Tell your Student Funding body about your intention to suspend. Depending on when you suspend you may need to repay some of your loan and/or grant.

You need to consider how you are going to support yourself financially whilst in suspension. In some circumstances your Student Funding body can use their discretion to continue your funding, please contact Student Money Advice for further information.

University Bursary and Scholarship payments will cease while you are in suspension.

KEY: Come to a Money Advice drop-in Student Money Advice can advise on statutory funding, budgeting & additional financial support.
www.bath.ac.uk/groups/student-money-advice/

Housing

KEY: If you are living in University accommodation, you need to let the Accommodation team know about your intent to leave and fill in a termination form.
www.bath.ac.uk/guides/ending-your-accommodation-contract-early

If you are living in private accommodation and want to move out, your options are normally laid out in the Tenancy Agreement. You may not be able to end the tenancy or need to find another student to take your place. The Advice and Support Centre in the Students' Union and the Accommodation team in West Accommodation Centre will be able to review the contract and advise you on your options:
www.thesubath.com/advice/
www.bath.ac.uk/professional-services/student-accommodation/

The general rule is that students are exempt from council tax. If you receive a council tax bill whilst in suspension Student Money Advice can advise.

Disabled Students

If you are considering suspending due to a disability related reason, please contact the Disability Service for advice. They can review possible support or reasonable adjustments that could prevent the need to suspend. A change to study or mode of attendance may be a possibility.

If you have a disability and are worried about how suspending may affect your Disabled Students Allowance then please contact the Disability Service via Student Services Helpdesk in 4 West.
www.bath.ac.uk/groups/disability-service

Health

If you are considering suspending because of issues related to your health, mental health and/or wellbeing and would like to discuss possible support or considerations that could prevent the need to suspend, please contact one of the following for an appointment or drop-in session.

Wellbeing Advisers
www.bath.ac.uk/groups/wellbeing-service/

Counselling and Mental Health
www.bath.ac.uk/groups/counselling-mental-health

Disability Service
www.bath.ac.uk/groups/disability-service/

International Students

It is important to know about how suspending your studies can affect your immigration status. If you are studying in the UK on a Tier 4 visa you must make arrangements to leave the UK within 60 days from going into suspense. You will be emailed to confirm when your suspension has been reported to the Home Office. If you are in the UK on another visa please seek advice from the Student Immigration Service.

KEY: Check you meet the requirements to apply for a new visa to return (your previous visa will be cancelled/curtailed)

Sometimes students need to suspend in order to succeed in their studies. However we will always want to explore with you whether there are any other options.

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Academic

KEY: Whilst in suspension it is vital that you maintain your registration with Bath – you'll be sent reminders about this to your Bath email account, before the start of the new academic year. This will include important reminders about registration, unit choices etc.

Your Department will keep in touch with important information during your suspension using your University email address. Before the agreed date when you will resume your course, you should contact your Director of Studies to confirm that you will return. If your circumstances change whilst in suspense such that you think you can either return early or you feel that you cannot return at the agreed date you must contact your Director of Studies to discuss.

If you suspend due to a non-health related reason, you will receive a Return to Study Self-Assessment Form approximately three to four months prior to your expected return date. This will help you start to think and plan for a successful return. Your answers will also help Student Services identify if you might be entitled to extra support or funding.

Money & Funding

KEY: Apply for your student funding as soon as you can for the year you are intending to return to study. Keep an eye on the Student Finance website for when funding applications open. An early application will mean that you should have your funding in place for when you return.

If you encounter financial difficulties whilst you are in suspension then you can apply to the University Hardship Fund.

www.bath.ac.uk/guides/applying-for-the-university-of-bath-hardship-fund/

You will also need to consider where you will be living when you return and will need to think about the funding you will need for rent, deposit and agency fees.

If you receive a Council Tax bill whilst in suspension please contact Student Money Advice for information on what to do.

Housing

If you require University accommodation on your return, you should discuss this with the Student Accommodation team as early as possible. Generally returning students are eligible for University accommodation if they have a disability or long-term medical condition that means they are unable to live in private sector housing. If you are eligible, accommodation can be reserved in advance, but only confirmed once the return to study assessment procedure (if applicable to you) has been completed:

www.bath.ac.uk/guides/applying-for-university-accommodation-if-you-have-a-diagnosed-medical-condition-or-disability/

If you are returning mid-way through the academic year then there may be space available in University accommodation. Discuss with the Accommodation team for further information.

If you're planning to return to private accommodation, you should start looking as soon as you can to ensure you find a suitable place. The Accommodation team and Students' Union can provide additional advice and guidance: www.bath.ac.uk/guides/finding-private-sector-accommodation

Disabled Students

Disabled Students Allowance (DSA) -

Your DSA support will not be available to you whilst in suspension.

- Contact the Disability Service to discuss your support need requirements when you return. If your medical or health condition changes, or if you receive a new diagnosis during your suspension, please collate the medical evidence as this will save time on your return. The Disability Service will also discuss arrangements for your non-medical helper support (e.g. mentoring, study skills tuition).
- Contact your Funding Body to apply or reapply for DSAs for when you return. Make sure they are aware that you are returning to study as they may need to review your recommended support e.g. If new items or recommendations for support need to be considered, or if the course has lengthened because of suspension.
- Contact your Department to discuss academic requirements, which could include help with missed lecture notes, changes to your mode of study, workload, etc.
- Contact the Accommodation Office if you would like to live on campus due to your disability and to discuss any specific accommodation needs you have. www.bath.ac.uk/groups/student-accommodation

Health

If you suspended due to health reasons, Student Services will contact you approximately three months prior to your return to begin the Return to Study process. You will need to complete a Self-Assessment Form and provide contact details of your medical practitioner/health professional in case further evidence is required in advance of your return.

Student Services will review the form and evidence and make a recommendation to your department about your return to study and whether or not you require additional support in place when returning. The Return to Study process is designed to be supportive of your return. If there are significant concerns about your fitness to study, the decision will be referred by the Director of Student Services for consideration under the University's Fitness to Study policy: www.bath.ac.uk/regulations/Appendix2.pdf

International Students

You will need to re-apply for your visa before returning to the UK.

For more information about how to do this please see www.bath.ac.uk/topics/visas/ or contact the Student Immigration Service through the Student Services Helpdesk.

When you wish to return to the UK to resume your studies, you will be asked to complete a Return To Study form before your new CAS can be issued.

Academic

Confirm your decision to return to studies with your Director of Studies, discussing any particular conditions which need to be fulfilled for you to return.

KEY: If your return date is mid-way through the academic year, please inform the Academic Registry (your Director of Studies will be able to advise on this) so they can update your record, once you have returned.

There are several sources of academic support when returning to your studies:

- The Skills Centre runs a short course specifically focused on refreshing academic study skills and also has a variety of longer programmes. They also offer drop-ins and one-to-one tutorials.
www.bath.ac.uk/professional-services/skills-centre/
- Skills Training has a huge number of sessions covering everything from delivering presentations to advanced Excel, all available to book online.
www.thesubath.com/skills-training/
- Your Faculty/School will also be able to assist you in accessing academic support within your department. Contact your Personal Tutor or Student Experience Officer for more information.

Money & Funding

If at any point you are worried about your finances then please contact Student Money Advice in Student Services.

Depending on the dates of your suspension there may be loan and/or grant overpayments which Student Finance will reclaim from your funding entitlement, this may place you in financial difficulties. If this is the case please see Student Money Advice who will be able to talk through your options.

If you received a University Bursary and suspended due to ill health or personal circumstances and are repeating a year of study you may be eligible to receive the Discretionary Student Support Fund.
www.bath.ac.uk/guides/discretionary-student-support-fund/

Alternatively you may be entitled to some additional funding from the Hardship Fund:
www.bath.ac.uk/guides/applying-for-the-university-of-bath-hardship-fund/

Housing

If you have any problems with your University accommodation contact the Accommodation team:

www.bath.ac.uk/professional-services/student-accommodation/

If you're in private accommodation, the Advice and Support Centre in the Students' Union can provide help.

Wellbeing Advisers are here to provide advice & guidance for all students. They run daily drop-in sessions on and off campus. They can also signpost you to other University support services.
www.bath.ac.uk/groups/wellbeing-service/

Disabled Students

Contact the Disability Service prior to, or as soon as you return to finalise arrangements and to ensure support is in place for you. This may include discussing your Disability Access Plan (DAP) and exam arrangements, temporary interim support, possible loan of equipment and arranging your non-medical helper support (such as mentoring or study skills tuition).

Health

If you have any health, mental health or disability related issues, we recommend that you make contact with the Wellbeing Advisers, Counselling & Mental Health service or the Disability Service well in advance of returning to study.

www.bath.ac.uk/groups/wellbeing-service/

www.bath.ac.uk/groups/counselling-mental-health/

www.bath.ac.uk/groups/disability-service/

The services offer a range of resources that can be considered, and best matched to meet your specific needs.

We can advise you about other support services and facilitate referrals into NHS and third party services if required.

We can also suggest ways to manage and monitor your health and wellbeing, and connect you in with other helpful support within the University.

International Students

You will be issued with a sticker in your passport (travel vignette) valid for 30 days to travel to the UK. You will then need to collect your Biometric Residence Permit (your visa) in the UK – you can collect this from the Student Immigration Service in Wessex House 8.29 (between 10am – 12pm & 2pm – 4pm) if you select this as your collection point when applying for your visa.

If you are collecting your BRP from a Post Office, please ensure you bring your vignette and your Biometric Residence Permit to the Student Immigration Service in Wessex House 8.29 (between 10am – 12 pm & 2pm – 4pm) as soon as possible.

Other Useful Information

- www.bath.ac.uk/guides/suspending-your-studies-or-leaving-the-university
- Contact us on: studentservices@bath.ac.uk

Other Student Support

Student Immigration Service: www.bath.ac.uk/topics/visas/

Careers Service: www.bath.ac.uk/students/careers

Skills Centre: www.bath.ac.uk/professional-services/skills-centre/

Student Services

Supporting student success and wellbeing

Free, confidential, support services to help students succeed:

- **Counselling and mental health services** - a free, confidential counselling and mental health service to students and support accessing NHS services
- **Disability and dyslexia services** - we provide support, advice and resources to students with disabilities
- **Money advice and hardship support** - advice on how to manage money, financial entitlements and how to get extra income so that you can take control of your finances
- **Wellbeing services** - we provide help and advice to all students on welfare and wellbeing issues

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