**VOLUNTARY REQUEST TO SUSPEND YOUR STUDIES**

**(Also known as Dormancy or Resting)**

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| **SECTION 1** – Checklist of actions to take BEFORE requesting suspension of your studies |

**All students** - Read relevant information available on [Ask Herts](https://ask.herts.ac.uk/request-for-voluntary-suspension-from-your-studies)

**All students** - Discuss your options and agree your intentions with your Programme Leader

**All students** - Speak with the Student Account Management team to ensure you are aware how this will affect your tuition fee liability ([finance-tuition@herts.ac.uk](mailto:finance-tuition@herts.ac.uk))

**If you are in receipt of SLC funding** – speak with the Student Funding & Financial support team to ensure you are aware how this will affect your funding ([funding@herts.ac.uk](mailto:funding@herts.ac.uk))

**If you are studying on a student visa** – speak with the Student immigration Team to ensure you are aware how this will affect your visa status and that of any dependents ([sitadvice@herts.ac.uk](mailto:sitadvice@herts.ac.uk))

**If you are resident in University accommodation** – speak with the Residential Allocations team to ensure you are aware how this will affect your accommodation contract ([accommodation@herts.ac.uk](mailto:accommodation@herts.ac.uk))

**If you are studying on a degree apprenticeship** – speak with your employer about your plans and arrange for them to sign this form to confirm their agreement to your change in student status

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| **SECTION 2** – Complete your student details | |
| ID Number: |  | |
| First Name: | Surname: | |
| Email address: | Phone: | |
| Course code\*: | Course instance\*: | |
| Course Name\*: | | |
|  |  | |
|  | | |

\* details of your course are displayed on your Student Record which you can log into via StudyNet

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| **SECTION 3** – Reason for request |

Tick ONE box below to indicate why you are requesting suspension of your studies.

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| --- | --- | --- | --- |
| Personal – Student personal financial difficulties | ☒ | Personal – Other parental leave (Paternity/Adoption) | ☒ |
| Personal – Unable to continue due to ill health |  | Personal – Caring responsibilities |  |
| Personal – Change in personal circumstances |  | Personal – Pregnancy |  |
| Personal – Parental leave (Maternity) |  | Personal – Student disability |  |
| If your reason does not fit any of the above please give details here:  Please note that students in receipt of SLC funding who are suspending studies for health reasons **MUST** tick the “ill health” option above – not doing so could impact your funding. Please consult with [funding@herts.ac.uk](mailto:funding@herts.ac.uk) for further information. | | | |

**Appropriate documentary evidence to show the reason for your request should be attached when you submit this form to your Programme Leader**

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| **SECTION 4** – Student declaration |

*I confirm that I have taken all the necessary advice and actions as laid out in Section 1 of this form and wish to proceed with suspension of my studies.*

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| **Student signature:** | **Date\*:** |
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| **SECTION 5** – Academic approval, to be completed by your Programme Leader | |

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| --- | --- | --- | --- | --- | --- |
| Start date of “Dormancy” as agreed with the student (DD/MM/YY): | | | | | |
| Expected date student will return to study as agreed with the student (DD/MM/YY): | | | | | |
|  | |  |  |  |  | | |
| Signature | |  | Name *(in block capitals)* |  | Date | | |
|  | |  |  |  |  | | |
| **SECTION 6** – Employer agreement, DEGREE APPRENTICESHIP STUDENTS ONLY, to be signed by employer | | | | | |

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| Please sign below to confirm your agreement to this change in student status. | | | | | | | | | |
|  | | | | | | | | | |
| Company Name: | | | | |  | Job Title: | | | |
|  | |  |  | | | |  |  | | | |
| Signature | |  | Name *(in block capitals)* | | | |  | Date | | | |
|  | | | |  | | | | |  |
| **SECTION 7** – For administrative use only | | | | | | | | | |

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| Is a DBS required when student returns to study?  | Date DBS actioned if applicable: …………………………. |
| System update (DD/MM/YY): ……………………………... | User: …………………………………………………………. |
| Completed form & evidence uploaded to students electronic file (DD/MM/YY): ………………………………………….. | |