**QA 75A BREAK IN LEARNING REQUEST FORM**

***PLEASE READ ARDEN UNIVERSITY QUALITY ASSURANCE DOCUMENT QA 75 BREAK IN LEARNING POLICY BEFORE COMPLETING THIS FORM***

Students may apply for a break in learning up to a maximum of 12 months to suspend their studies in the event of serious, long‐term personal reasons (including but not limited to medical, pregnancy / maternity / paternity /adoption leave or personal issues). It is important that students apply for break in learning at the time that personal circumstances affect their ability to study.

**SUPPORTING DOCUMENTARY EVIDENCE**

You will need to provide details of any medical certificates or supporting documentation or statements from responsible third parties to support your break in learning request. Evidence must be in the English Language or, if not, accompanied by a notarised translation, together with precise dates. By signing the Declaration, you give Arden University permission to make contact as appropriate. applications without appropriate supporting evidence will not be considered.

To note, the Break in Learning process **is not permitted for financial reasons** as the University has specialist support available for students in these circumstances. Students should contact the Finance Department directly to initiate that conversation at through [**paymentplans@arden.ac.uk**.](mailto:paymentplans@arden.ac.uk.)

If you are considering applying for Break in Learning, please contact your **Student Success Coach or International Student Advisor** to discuss all the aspects and possible implications. Your completed formal application should be returned to your Student Success Coach or International Student Advisor.

You will receive official notification of the outcome from your application via email.

If your Break in Learning is not approved, get back in touch with your **Student Success Coach or International Student Advisor**, who will be able to discuss other options with you.

**Break in Learning requests cannot be backdated.**

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| **First Names:** |  |
| **Surname:** |  |
| **Student Number:** |  |
| **Programme Name:** |  |
| **Mode of study:**  *(e.g. BL, DL or Apprenticeship)* |  |
| **Study Centre:** |  |
| **Date form submitted:** |  |
| **Start/end date of current study block** |  |
| **Name of module currently studying:** |  |
| **Finance arrangements:**  *(Student Loans Company (SLC) funded or Self-funded via Payment Plans.)* |  |
| **Student Support Number (SSN):** (*SLC funders only)* |  |

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| REASON FOR THE BREAK IN LEARNING: *Please detail below the reason for the Break in Learning.* |
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| BREAK IN LEARNING START DATE: *Please provide the date you would like your Break in Learning to start from.* |  |
| BREAK IN LEARNING END DATE: *Please indicate the date and study block you would like to return to the programme, ensuring the return date is at the start of a study block.* |  |

**Important: please note, Arden University cannot guarantee the course will be available on your return. I, the undersigned declare all facts I have stated in this application to be true.**

**I, the undersigned have read and understood the rules and regulations as per the student & programme handbook.**

**I note that where I have provided a contact address/telephone number, I am giving my permission for Arden University to use these contact details in support of this break in learning request, if necessary**

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| **Student Signature:** |
| **Date:** |
| **Additional comments from Student Success Coach** |

**Important – In the event of Break in Learning being approved registration will be suspended and all active modules will be placed on hold until the return date but the maximum registration period on the course will not be extended (please refer to the student handbook for details). If a Break in Learning is accepted access to iLearn will be removed till your return date.**