



# APPLICATION FOR VOLUNTARY SUSPENSION

Please answer all questions.

REGISTRATION NUMBER:

FACULTY: \_\_\_\_\_

SURNAME: \_\_\_\_\_ FORENAMES: \_\_\_\_\_

PROGRAMME OF STUDY: \_\_\_\_\_ YEAR of STUDY: \_\_\_\_\_

**STUDENT GUIDANCE: Please ensure the Head of Department/School or Course Adviser has completed Stage 1 (see over) before it is submitted to Student Business.**

*The final Honours Undergraduate year is taken as a whole, with teaching and assessment taking place during the one academic session.*

- For the whole of current session
- For semester 1 of current session
- For semester 2 of current session

**RETROSPECTIVE/FUTURE REQUEST**

- For the whole of session ..... \*
- For semester 1 of session ..... \*
- For semester 2 of session ..... \*

For the period ..... in session ..... \*

*\*please specify academic session (e.g. 2014/15)*

**It is my intention to return to my course of study in:** ..... (month / year)

**Please provide exact last date of attendance:** .....

**Please tick the box if you hold an Adult General Student Tier 4 Visa**

In support of this application I submit the following information:

.....  
.....  
.....  
.....

I enclose the following documentary evidence in support of this application:

Medical Certificate

Other (please specify) .....

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Before submitting an application for Voluntary Suspension students are recommended to discuss the academic and financial implications with their Course Adviser and the Student Financial Support Team. If you hold a Tier 4 Visa it is recommended that you discuss the visa implications with the International Student Support Team.**

## ACTION REPORT

**Stage 1:** To be completed by Head of Department/School or Course Adviser

The student named overleaf has applied for Voluntary Suspension for the period specified.

Please indicate clearly if you support the application and include any conditions necessary.

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Tel Ext: \_\_\_\_\_

**Stage 2:** To be completed by the Vice-Dean (Academic or Research)

**I APPROVE / DO NOT APPROVE\*** the application for Voluntary Suspension (\*delete as necessary).

A "fit to resume" certificate is required before re-registration **YES/NO**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Some applications may be considered by the Board of Study.

**Stage 3**

Student Business will notify the applicant of the outcome and amend the student record as required.

Departments/Schools of the University and any funding body or sponsor may also be notified.

**Stage 4**

Quantitative data will be collected and monitored on an annual basis for quality assurance purposes.