

APPLICATION FORM FOR TEMPORARY SUSPENSION / INTERRUPTION OF STUDIES

This form should NOT be used by FULL-TIME undergraduate students, please see
<http://www.bangor.ac.uk/student-services/leaving/suspending.php.en?catid=&subid=5006>

This form should be completed by the student and certified ONLY by the Director of Graduate Studies, Head of School or Head of College. The completed form should be returned to the Student Records Office, Academic Registry (student-admin@bangor.ac.uk)



PRIFYSGOL
BANGOR
UNIVERSITY

Students in receipt of a bursary: Please note that if at any time during the course of your award you decide to suspend from your studies, you will be required to re-pay, as at the date of suspension, that portion of the stipend that has been advanced to you. It is your responsibility to notify your School, at the earliest possible opportunity, of your intention to suspend.

Section A – to be completed by student		
Name:	Date of Birth:	Student ID No: 500_ _ _ _ _
Contact e-mail address (personal not BU e-mail address):		
Degree/ Course of Study:		
Academic School:		
Current Registration Period (insert dates):		
Date from which you intend to suspend your studies (DD/MM/YY): (Please note that backdated applications will only be considered under exceptional circumstances. If your application is retrospective you should provide details overleaf explaining why the request was not made at the appropriate time)		
Date on which you hope to resume your studies (DD/MM/YY):		
Have you received a scholarship for fees and/or maintenance for your studies from a sponsor or Research Council? YES/NO. If YES, please give details Please note that if at any time during the course of your award you decide to withdraw from your research studies, you will be required to re-pay, as at the date of withdrawal, that portion of the stipend that has been advanced to you. It is your responsibility to notify your School, at the earliest possible opportunity, of your intention to withdraw		
Do you receive fees and/or maintenance from the US Federal Aid Scheme?		YES/NO
Reason for requesting temporary suspension / interruption of studies (please ✓) Please note that additional information will be required overleaf		
i) Ill Health		
ii) Parental Leave		
iii) Sabbatical Office		
iv) Work Experience		
v) Exceptional Professional Commitments		
vi) Study Abroad		
vii) Compassionate Grounds		
viii) Financial Hardship		
ix) Other (please provide details overleaf)		
Signature (Student):	Date:	

Section B – to be completed by academic school (Supervisor/Course Organiser/Director of Graduate Studies/Head of School)	
I confirm that I have considered and that I support the above named student's request for a temporary suspension / interruption of studies. I am satisfied with the reasons given.	
Please indicate the date of last attendance on the course: _____	
For MA/ MEd Education and MA/MSc Mindfulness courses, please indicate how many weekends the student has attended during the academic year: _____	
Name:	Position: (state position as Director of Graduate Studies, Head of School or Head of College)
Signature:	Date:

Section C – for Academic Registry use only		
Request for temporary suspension/interruption of studies approved:		
Signature:		
Date Received:	Date Recorded:	Halls Notified (if app):

PLEASE PROVIDE ADDITIONAL INFORMATION OVERLEAF

ADDITIONAL INFORMATION IN SUPPORT OF APPLICATION

Please note that any tuition fee charges remain due up until this form has been received by the Academic Registry. Students will not have access to the University's facilities during the period of temporary suspension / interruption of studies. Applications for temporary suspension / interruption of study must include as much information/detail as possible in order that your application can be considered. **For students applying on the grounds of 'Ill Health', applications must also include a medical certificate (or its equivalent). For students applying on the grounds of 'Exceptional Professional Commitments', applications must be supported by a statement from your employer confirming the exceptional commitments. For students applying on the grounds of maternity leave applications must be supported by a MAT B1 certificate.** For further guidance please see the 'Procedures for Approving Interruption of Studies'

<https://www.bangor.ac.uk/ar/main/regulations/BUProc07-v201101.pdf>