

HE Break in Studies Guidance (HNC/HND) 2020-23

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| Author: (Job title) | HE Performance & Quality |
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HE BREAK IN STUDIES

Guidance & Form

Scope

The **HE Break in Studies Request Form** is only for use by students studying on Pearson Higher Education qualifications (HNC/HND) at Capital City College Group (City & Islington College, CONEL, Westminster Kingsway College) who wish to take a break or interrupt their programme of studies.

If you are studying on a Foundation Degree or BA (Hons) or BA Top Up, your validating university may require the use of its own application form in applying its academic regulations. Refer to your HE Student Handbook for more details and discuss your concerns in good time with your personal tutor. Please read the financial and visa implications below as they may still apply to you.

Guidance – stages

A student who wishes to take a break or interrupt their studies can do so at any point during the academic year. A break in studies will only be permitted for a maximum of one year (364 days).

1. **You MUST discuss your situation with your course tutor as soon as possible** who will be best placed to advise you of your options. If you decide to go ahead, you must then complete the Break in Studies Request Form and submit it to the Head of School for consideration.
2. Once received, an acknowledgement will be emailed to you by the Head of School.
3. We aim to ensure that you receive a written decision within 14 working days of submitting your request. However, please note that until you receive a decision, you will still be enrolled on your programme and will be expected to attend classes and complete any assignments due.
4. If a break in studies is agreed, the Head of School should:
 - a. *Sign the HE Break in Studies Request Form* and inform the student of the approval. [If the request has not been approved, the student must be informed of the reason.]
 - b. *Return the signed form to the course manager* to support Assessment Board processes and student monitoring.
 - c. *Complete a break in learning form on the Track Hub.* This form ensures that Centre Registry teams (CIC Registry/CONEL MI /WKC WebReg) will change the student's status accurately on EBS.
 - d. *Inform the CCCG Student Loans Team*

Submission of Work/ Assessment Board

Any units you have completed before the break in study would be considered at the nearest Assessment Board. You would not be able to submit any work once the break in study starts.

If a mitigating circumstances request has been submitted – a break in study is usually due to mitigating circumstances that need time to resolve - the break in study will override this. Once a break in study starts no further work can be submitted until the break in study is completed and the student returns.

Financial Implications

You should be aware that your student funding arrangements may be affected so you are advised to seek advice from Student Finance England **before** you formally request a break in studies. You will need to ask the difference a 'break in studies' or a 'withdrawal' will make in terms of your student loan interest and repayments. If you are receiving a maintenance loan, you will need to ask what the terms of your repayment will be. For further support, please contact the CCG Student Loans team: studentloanqueries@capitalccg.ac.uk.

Visa Implications

EU students with settled/ pre-settled status who meet the residence test* will be classed as a 'home' fee paying student for Higher Education courses in England for the 21/22 academic year and may be eligible to receive student finance. EU students who fall within this category should follow the standard procedure for break in studies policy. Students in this category should be aware that if they stay outside of the UK for a continuous period of time (2 years for pre-settled status or 5 years for settled status) they will automatically lose their status. This would have an effect on fee status and student finance support when they return to their studies. From August 2021 EU students without settled/ pre-settled status will be classed as overseas/ international students.

** Non-UK Nationals must have been ordinarily resident in the UK/ EEA/ Switzerland for at least 3 years prior to the first day of the first year of their course and have Pre/Settled status under the EUSS. UK and Irish Nationals do not need Pre/Settled status but do need to meet the 3 years residency criteria.*

International students with a Tier 4/ Student Route visa seeking to take a break from their studies will be required by the Home Office to leave the UK for the period of the break from their studies and reapply for a visa before returning to the UK. The College is legally obliged to inform the Home Office of your break in studies. The college's Home Office Sponsor Licence is subject to inspection, quotas and continuing to meet an eligibility criteria. As such we cannot guarantee we will be in a position to sponsor the visa of a student who wishes to return from a break in studies at the time it is requested, and cannot take responsibility if this prohibits them from returning to their studies. Please seek advice from the International Office.

Re-enrolment

You are expected to re-enrol at the college to continue your studies to the completion of your award. If you do not re-enrol following your period away from your studies within a year (364 days), you will be considered to have **withdrawn** from the course.

From time to time, changes may be made to the programme of study which will be in the best interests of the students. Efforts will be made to contact any student on a break in studies for consultation regarding any changes, but you accept that you may return to an amended programme following a break in studies.

Once you have taken a break from your studies you will not be able to access College library facilities and other resources as your College ID card will have been deactivated. **You must re-enrol when you return to the College in order for your ID card to be reactivated.**

Further Guidance for Curriculum and Registry Staff

- i. Following a short break in studies, a determination needs to be made by the curriculum staff whether the student can complete the course within the original planned end date. If so, then the learner's status can be turned back to **active** at the end of the break.

- ii. If not, then the student will require a new learning aim (course code). The start date will be the date that learning resumed with a revised end date. ****However, the student's Original Learning Start Date should be entered against the new course code as this will enable the system (ILR/Proachieve) to know that a break in learning has ended****. Please contact MIS for further information.
- iii. The student **must** return onto the same learning aim within a year (364 days) of taking a break. If not, then the student must be withdrawn.
- iv. *During a break in studies maintenance loans and tuition fees stay live for 364 days. This means that you do not have to reapply so long as you return to the same course and level. Tuition fees and maintenance loans continue to accrue interest during your break in studies. You start to repay your loan/s once your earnings reach £27,295. (SLC guidance 21/22 and subject to change)*
- v. *If a student is withdrawn, they will have to repay any overpayment of maintenance loan immediately. Depending on the reason for withdrawing a student may be eligible for an additional 60 days of maintenance loan, it is worth checking with Student Finance England. The team who deals with loans within the Group need to be notified so that they complete the correct change of circumstances form.*

HE BREAK IN STUDIES REQUEST FORM

STUDENT DETAILS

Current Academic Year

Name:

Student ID number:

Contact email address:

Contact telephone number:

Programme title (include the award HNC or HND and the name of the course you are studying):

Year of Study (Please circle)

FIRST / SECOND

College and Directorate

What will be/was the last date you attended prescribed instruction (lectures, tutorials, classes etc)?

What is the main reason for your break in study? *(This should be a short explanation concerning your request. Please attach any relevant supporting documentation)*

When do you expect to return from your break in study? (A break in study is usually for up to one academic year (Sept- June) meaning a return in the September of the following academic year):

Do you intend to return to the same programme and year of study? **YES/NO** If no, please give details:

Please state whether you would like any units which you have completed during this academic year to be considered at the Assessment Board in July.

YES/NO

(Please ensure you have read the Guidance as there are possible funding implications. Also, if these units have been affected by extenuating circumstances, the break in studies will override these). You must discuss this with your course manager/programme leader/Head of School.)

Please provide the unit code and unit titles of any units you would like the Assessment Board to consider:

Head of School:

Approval / Non-Approval Date:

Date Group Registry were informed via Tutor Interface Form: Date CCCG

Student Loans Team informed: