

<u>Policy Title</u>	HE Suspension of Studies Process	
<u>Policy Category</u>	Compliant	
<u>Owner</u>	Assistant Director HE Student Records	
<u>Group Executive Lead</u>	Academic Registrar	
<u>Date Written</u>	September 2023	
<u>Considered By</u>	HE Quality & Standards	
<u>Approved By</u>	NCG HE Academic Board	
<u>Date Approved</u>	October 2023	
<u>Equality Impact Assessment</u>	The implementation of this policy is not considered to have a negative impact on protected characteristics.	
<u>Freedom of Information</u>	This document will be publicly available through the Groups Publication Scheme.	
<u>Review Date</u>	July 2026	
<u>Policy Summary</u>	This policy sets out NCG's approach to suspension of studies.	
<u>Applicability of Policy</u>	<u>Consultation Undertaken</u>	<u>Applicable To</u>
Newcastle	Yes	Yes
Newcastle 6th Form	No	No
Carlisle	Yes	Yes
Kidderminster	Yes	Yes
Lewisham	No	No
West Lancashire	No	Yes
Southwark	Yes	Yes
Professional Services	No	No
HE Partnerships (*partner may have an equivalent policy)	No	Yes
<u>Changes to Earlier Versions</u>		
<u>Previous Approval Date</u>	<u>Summarise Changes Made Here</u>	
N/A		
<u>Linked Documents</u>		
<u>Document Title</u>	<u>Relevance</u>	

Equality Impact Assessment

	Judgement
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in 2.0?	Yes
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	
Age	No
Disability / Difficulty	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Race	No
Religion or Belief	No
Sex	No
Sexual Orientation	No
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	No
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	No
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	No
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	No
EIA 6 - How do you know that the above is correct?	Consultation has been carried out with relevant colleagues within NCG and with a higher education (HE) committee within our HE deliberative structure, which includes HE student representation.

Suspension of Studies: Important information for students

If you are going through a difficult period with your studies, there are ways that we can help you and suspension of studies, which is usually for one academic year, could be an option for you. Suspending your studies may sometimes seem like a quick and easy solution to your problems, but it may not be the best option for you and it's important that you seek advice before making the decision to suspend your studies.

If you're thinking of suspending your studies the first thing you need to do is contact your Programme Leader for academic advice.

Please ensure that you have spoken to your Colleges HE Administration Department/Student Services and the Student Loans Company (SLC)/Student Finance England (SFE) to understand any funding issues.

As a student, you can receive SLC funding for the normal duration of your course, plus one year. If you suspend or withdraw from your studies, even after only a few days, this will use up the additional year. This may affect your flexibility to make changes to your studies in the future.

If you are an international student on Tier 4 visa please contact the International Office before suspending your studies.

If you then decide to suspend, please:

- Complete the suspension of studies form.
- Return any library materials, otherwise you will be charged for their cost.
- Notify Student Finance England or your funding body of your suspension of studies. We will also notify Student Finance England of your change of circumstances.
- Please note that if you are absent from your course your Student Finance will be reassessed from the date of your suspension. If your absence starts part way through a term, this could result in an overpayment of grant or loan which you may have to repay.
- Student Finance England does have the discretion to continue paying some of your student finance while you are absent from the course. Each case is assessed on its merits and evidence of the reason for the absence and of financial hardship will be required.

- **International students in the UK on Tier 4 student visas:** please note that we will notify the Home Office of your suspension of studies.
- When suspending your studies, your attendance on the course is counted by Student Finance England as a years previous study and your future funding **will** be affected.

Resuming studies

You will need to notify your Programme Leader and your Colleges HE Administration department/Student Services when you intend to resume your studies.

If you are an international student on Tier 4 visa please contact the International Office before resuming your studies.

If you suspend your studies prior to paying any of your tuition fees, when you return to complete the full year again you will be liable for the full fee. If you have already paid a percentage of your fee as shown below, you will pay the remainder of the fee outstanding:

- If you suspend during the first 2 weeks of term 1 (usually last week of September/first week of October) you will be charged 0% of the total academic year's fee and when you return you will be charged the full fee.
- If you suspend during term 1 you will be charged 25% of the total academic years fee and when you return to complete your studies you will be charged the remaining 75%.
- If you suspend during term 2 you will be charged 50% of the total academic years fee and when you return to complete your studies you will be charged the remaining 50%.
- If you suspend during term 3 you will have already been charged 100% of the total academic years fee and will not be required to pay for the year again when you resume.

Fee liability:

Student to Pay or sponsored students

Students who are responsible for their own fees or are sponsored from an employer will be liable for the remaining outstanding fees depending on the date at which they suspend their studies.

*If you have not commenced your studies in September, please contact your Colleges HE Administration department / Student Services who will advise on your fee liability.

Student Loans Company to pay

Students enrolled with confirmed SLC loan agreement. Fees are invoiced to the SLC (who then pay the Fees directly to the College, according to their Points of Liability).

The SFE/SLC will pay the College the percentage of the fee indicated at the Points of Liability and you will later be liable to repay the SFE/SLC this money.

- If you suspend during the first 2 weeks of term 1 (usually last week of September/first week of October) you will be charged 0% of the total academic year's fee.
- If you suspend during term 1 you will be charged 25% of the total academic years fee and when you return to complete your studies you will be charged the remaining 75%.
- If you suspend during term 2 you will be charged 50% of the total academic years fee and when you return to complete your studies you will be charged the remaining 50%.
- If you suspend during term 3 you will have already been charged 100% of the total academic years fee and will not be required to pay for the year again when you resume.

*If you have not commenced your studies in September please contact your Colleges HE Administration department / Student Services who will advise on your fee liability.