# Study Break Application Form – 2021/22 All Students

## Privacy Policy

For full details of the University of Northampton’s Privacy Policy please go to <https://www.northampton.ac.uk/about-us/privacy-policy/>

## Information collected

The personal information you have provided is to enable us to process your request accordingly. The information will be stored electronically on the Student Record system.

The information you have provided will be kept for as long as it is necessary to fulfil that purpose and then disposed of in a confidential manner. This period will not exceed the time required for processing the form and allowing for any additional correspondence.

Information provided may be shared internally with relevant staff within the Institution. This includes/may include academic colleagues within your subject(s) area and Student and Academic Services. Such sharing will be compliant with both the General Data Protection Regulation and the Data Protection Act 2018.

Information provided may also be shared with relevant external organisations and service providers. This may include: Student Finance England; Professional Funding Bodies; Partnership Providers or any other third party where we are required to comply with legal obligation. Such sharing will be compliant with both the General Data Protection Regulation and the Data Protection Act 2018.

Supplying this information means that you are entering into an agreement with the University and as such you agree to the University holding and using it for the purposes for which it was provided.

## Please read the [Student Study Break Guidance](https://mynorthamptonac.sharepoint.com/sites/student/Downloads/study-break-leaflet-2020-21.pdf) and the [Financial Guidance Information](https://mynorthamptonac.sharepoint.com/sites/student/Downloads/suspending-study-20-21.pdf) before completing this form.

## If you have any questions about this application form, then please contact

## [academicadvisers@northampton.ac.uk](mailto:academicadvisers@northampton.ac.uk)

# Study Break Application Form – 2021/22

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| PLEASE COMPLETE ALL SECTIONS OF THE FORM |

## Section 1: Student Details

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| Name: | Student ID: |
| Telephone: | Date of Birth: |
| Email Address: |  |
| Last date of attendance/proposed last date: | |
| Current Programme: | |
| I wish to take a break from (dd/mm/yy): | To: |
| Reason for request: | |
| I am making this request due to the impact of COVID-19:  Yes  No | |

## Section 2: Programme Leader support for request

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| The student has discussed this study break with me and been given the following advice: |
| Programme Leader Name:  Signature:  Date: |

## Section 3: ISSS (For Student Route/Tier 4 students only)

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| The student has discussed this study break with me and been given the following advice: |
| ISSS Staff Name:  Signature:  Date: |

## Section 4: Student Declaration

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| I confirm that I have read and understood the Student Study Break Guidance Document.  I confirm that I have read and understood the Financial Guidance Document and the impact that a Study Break will have upon my student status.  I confirm I have consulted the Financial Guidance team regarding my request to take a Study Break.  I understand and accept the implications of this request. I also understand that final approval will be subject to approval from my Programme Leader, an Academic Adviser and the Student Records team. I accept responsibility for any consequences of not acting on the advice I have been given (including advice for Student Route Tier 4 students from the International Student Support Team).  I understand that I will receive formal notification of the outcome of my application by email. This confirmation will include details of any specific requirements regarding assessments. I am also aware that there may be assignments due immediately when I return and that a recent study break will not be accepted as mitigation. |
| Signature:  Date: |

## Please complete ALL information and email the form to: [academicadvisers@northampton.ac.uk](mailto:academicadvisers@northampton.ac.uk)

## Office Use

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| Academic Adviser Decision:  Approved  Not Approved |
| Reason for decision: |
| Academic Advisers Staff Name:  Signature:  Date: |
| Student Records Senior Team Leader – Final Approval Comments: |
| Confirmed dates of Study Break: dd/mm/yy to dd/mm/yy  Academic Advisers Staff Name:  Signature:  Date: |

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| Approval letter sent to student  QLS amended  Internal notification:  Module Leaders  Other Student Records Teams  Exams  Placements  Student Loans Co/Bursaries  International Students:  Form signed by Compliance Manager  Copy of form sent to ISSS |