



**Thinking about**

# **Taking a Study Break?**

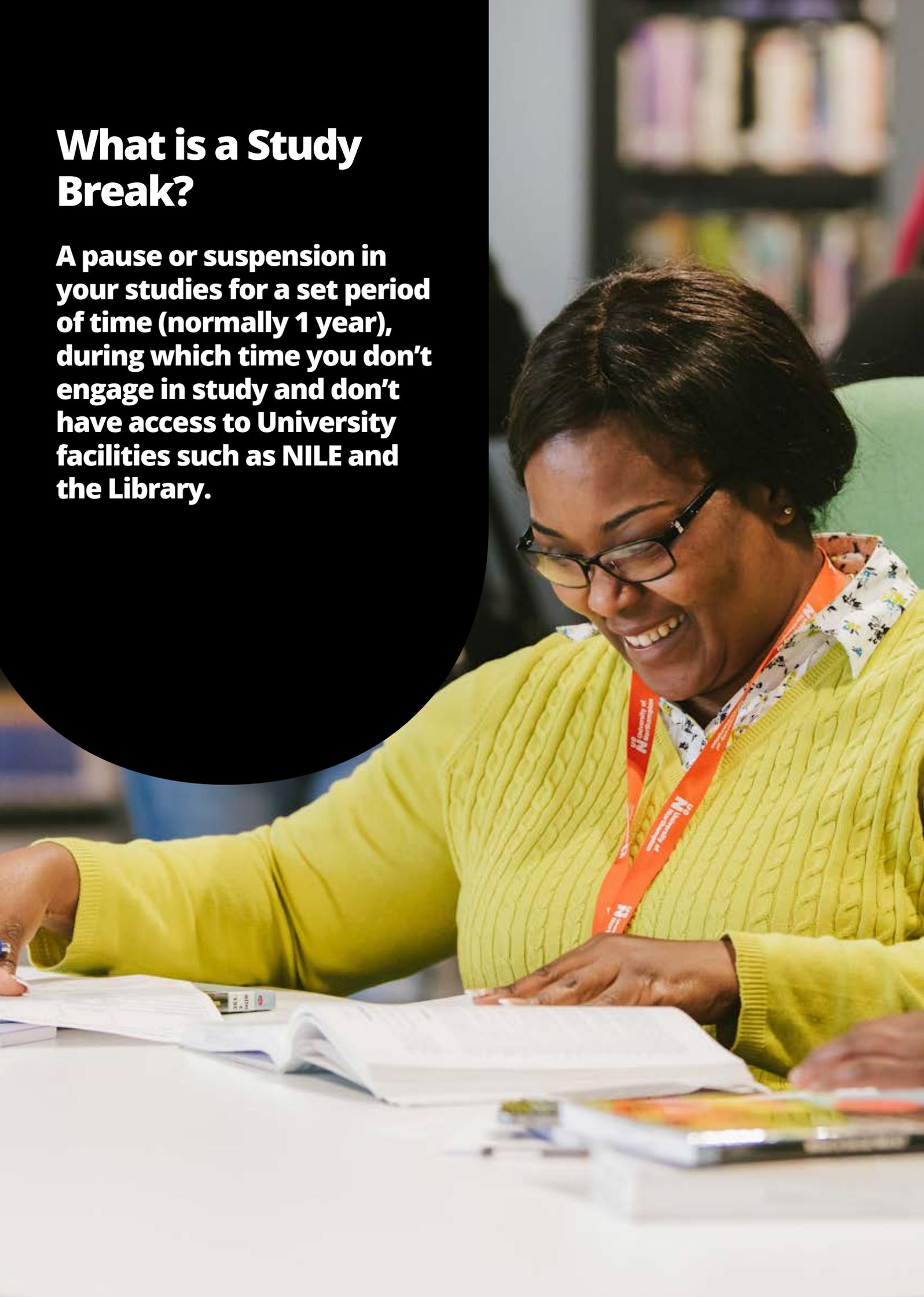
**University of  
Northampton**

**UoN**

**What to do if you're  
thinking of taking a  
study break and the  
process you need to  
follow.**

## **What is a Study Break?**

**A pause or suspension in your studies for a set period of time (normally 1 year), during which time you don't engage in study and don't have access to University facilities such as NILE and the Library.**



# Thinking about a break?

**A study break may be beneficial to you if your circumstances mean that you are not able to fully engage with and concentrate on your studies.**

For example you may have health difficulties, financial difficulties or family commitments. Students who require maternity or paternity leave can be supported with a study break. Study breaks are designed to support you where any difficulties are prolonged and lasting more than a few weeks. For short-term disruption to study (e.g. a few days or weeks) then please refer to the guidance about [Extensions and Mitigating Circumstances](#).

If you are unsure or need further information then please speak to a Student Support Officer at [studentsupportofficers@northampton.ac.uk](mailto:studentsupportofficers@northampton.ac.uk)

## Am I eligible for a study break?

A study break may not be provided in the following scenarios\* :

- If a student has already had a study break on the same programme/course
- Where a break would mean that a student's maximum registration period on the course is exceeded
- If a postgraduate student has already enrolled on and has completed work towards their principle/dissertation module
- Late applications asking for study breaks to be backdated to an earlier point in the year. This would not be considered without supporting evidence.

\* The Academic Advisers may be able to consider applications that fall outside the rules above in exceptional circumstances

## Impact on assessment/ grades already achieved.

With a study break you keep any grades achieved up to the point that you left for the break.

It is important to remember that any non-submission (G) grades are also carried over. A study break doesn't allow a student to resubmit items of assessment that they have already completed.



# Planning your study break.

## There are a few things which are useful to know when planning your study break.

The time you apply in the academic year to take a break will affect when you return to University to resume your studies. It will also have an impact on what percentage of tuition fees you will be liable for up until the date that your break starts.

### Home Undergraduate Courses (Full, Part Time & Distance Learning Courses).\*

**For study breaks that start within 14 days of your enrolment date**

No fee will be charged

**For study breaks that start after 14 days on the programme but by the dates below, 25% of the annual fee will be charged**

Sept Start by 3 January 2022	Jan Start by 10 April 2022	Apr Start by 7 August 2022
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**For study breaks that start after the above dates on the programme but by the dates below, 50% of the annual fee will be charged.**

Sept Start by 10 April 2022	Jan Start by 29 August 2022	Apr Start by 2 January 2023
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**After these dates 100% of the annual tuition fees will be charged.**

### Home Postgraduate Courses (Full, Part Time & Distance Learning Courses).\*

**If you take a study break during your studies, you must pay the full fee for all modules studied to date.**

**With regard to any unfinished modules, full payment will be due unless the break commences within 2 weeks of the module start date.**

\* For full details about fee liabilities, please refer to the [Withdrawal Policy](#).

# Study break application process.

1

## **Download the study break application form.**

Complete all sections of the form. (Apart from section 3 unless you are a Student Route/Tier 4 Visa Student) [The form can be downloaded here.](#)

2

## **Discuss with your Programme Leader.**

It is important that you discuss the study break with your Programme Leader as soon as you can, they will need to confirm their approval for the break and the date in which you would return to the programme.

3

## **Get advice from the Financial Guidance Team.**

It is also important that you speak to the Financial Guidance Team at [money@northampton.ac.uk](mailto:money@northampton.ac.uk) so you fully understand the financial implications of taking a break. [For more information please visit the Financial Guidance pages on the Student Hub.](#)

4

## **If you are a Student Route/Tier 4 Visa Student.**

For International Students on a Tier 4 Visa it is necessary for you to speak to the International Student Support Services Team at [iss@northampton.ac.uk](mailto:iss@northampton.ac.uk) to find out how a break would impact your visa.

5

## **Once your application is completed.**

Once the form is complete it needs to be sent to [academicadvisers@northampton.ac.uk](mailto:academicadvisers@northampton.ac.uk). Please also include in the email your name, student ID number and course.

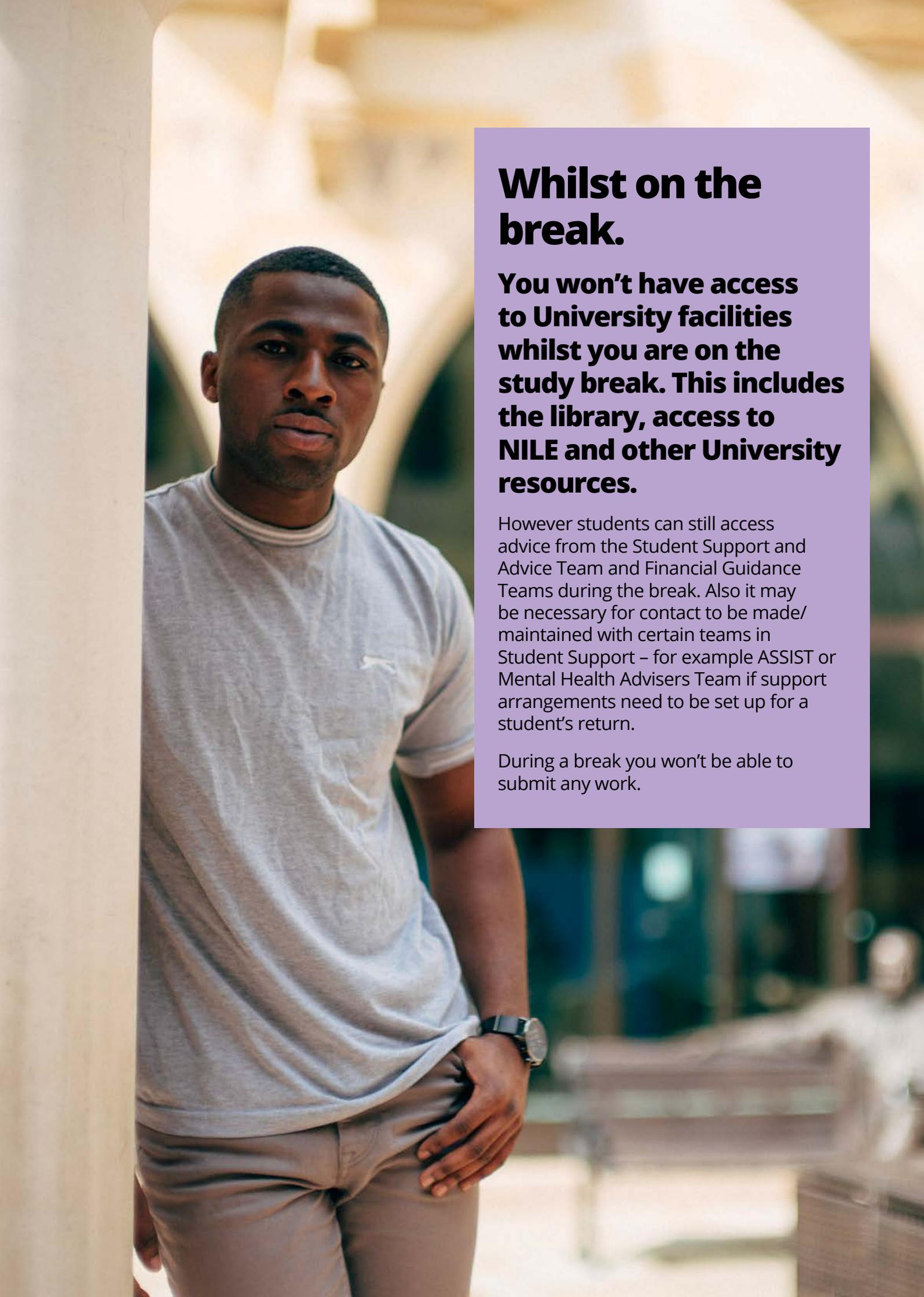


## Approval.

**Once approved the University will inform your funding body (e.g. Student Finance England) that you have suspended and the date from which you have suspended.**

The funding body will then pause your funding at this point. [Further information can be found here from our Financial Guidance Team.](#)

The University will then email you with confirmation of the study break, the start and return dates and a brief outline of what assessments you will return to.



## **Whilst on the break.**

**You won't have access to University facilities whilst you are on the study break. This includes the library, access to NILE and other University resources.**

However students can still access advice from the Student Support and Advice Team and Financial Guidance Teams during the break. Also it may be necessary for contact to be made/maintained with certain teams in Student Support – for example ASSIST or Mental Health Advisers Team if support arrangements need to be set up for a student's return.

During a break you won't be able to submit any work.



## Returning to the University.

**As your study break comes to an end, there are a few things to be aware of as you prepare to come back to the University.**

### Planning for return.

You will need to re-apply for funding in time for the year in which you are planning to return. [More information on this from our Financial Guidance Team can be found here.](#)

The University will contact you around three months before your return date for a return to study interview with your Programme Leader. This is to make sure you are ready to return and you are aware of what you need to do when you come back.

The Student Support Officers will also contact you around six months before your return to help you prepare for returning to studies. This will include a general checklist of things to consider such as funding, accommodation, and making sure your Student ID card is up to date.

### When you return.

You will resume study and pick up where you left off – after having had a return to study interview with your Programme Leader. The University might have made some changes to your programme or modules in the time that you are away, so your Programme Leader will talk to you about these and explain how this might affect you.

If you need any further guidance at this point with academic work you can speak to the University's Learning Development Team at [learningdevelopment@northampton.ac.uk](mailto:learningdevelopment@northampton.ac.uk)

This is a resource for all students that provides free guidance and tuition on any academic skills, such as essay writing, dissertations, critical analysis, presentation skills, maths and statistics.

Also, the Academic Librarian team can help you to find and evaluate information for your assignments, use NELSON and subject specialist databases plus guidance on referencing. They can be contacted at [librarians@northampton.ac.uk](mailto:librarians@northampton.ac.uk)