* Please read the guidance in the [*Interruption of Studies and Withdrawal Policy*](https://www.lshtm.ac.uk/study/new-students/starting-your-course-london/regulations-policies-and-procedures) document before completing this form.
* Overseas students: please contact the Immigration Advisory Service about potential visa implications. (email

visa-enquiries@lshtm.ac.uk).

* The form should be completed and signed by the relevant signatories and then sent to Registry (studentrecords@lshtm.ac.uk). All interruption requests should be submitted to the Faculty & Registry **prior to students expected end date**.
* Where applicable, please attach supporting evidence (e.g. doctor’s certificate).

 **Please complete this section in BLOCK LETTERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Number**  |  | **Title** (Mr, Ms, Mrs etc.)  |  |
| **Surname (Family name)**  |   |
| **All other names**  |   |
| **Programme or Faculty &** **Department** (please specify MSc, PhD, PGCiLT etc.)  |   |

**Period of Interruption of Study**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date  |   |   | Return Date  |   |

**Reason for Interruption of Study (Please attach supporting documents)**

|  |
| --- |
|   |

 **Address while on Interruption of Study**

|  |  |
| --- | --- |
| Address  |   |
| Email  |   |

**SIGNATURE OF STUDENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:**  |   | **Date:**  |   |
| **For Students in receipt of Funding/Sponsorship Only:** I confirm that I have spoken with my funding body/sponsor regarding the implications of this interruption  | **Date:**  |   |
| **For Overseas Students Only**: I confirm that I have spoken with the Immigration Advisory Service regarding the visa implications. **Please attach email confirmation from the Visa Immigration Advisory Service that this has been approved by them.**  | **Date:**  |   |

**Approval of Supervisor/Programme Director**

|  |  |
| --- | --- |
| I approve of Interruption of Study request for the period stated above  |  |
| Signed |  | Date  |   |

**Approval of Departmental Research Degrees Coordinator, *if applicable***

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date  |   |

**Approved by Faculty Research Degrees Director/Taught Programme Director/Head of Faculty (PGCiLT)**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date  |   |

**FOR REGISTRY USE**:

|  |  |
| --- | --- |
| Approved by Head of Student Records  | Date:   |
| US Loan Approval | Date:   |
| ESRC/MRC/Scholarship -checked for stipend | Date:   |
| Noted by Student Immigration & Compliance Manager /If CAS Number Inform UKVI  | Date:   |
| SITS Action/Cancel TFL Card  | Date:   |
| Fee Action  | Date:   |
| Student informed  | Date:   |
| Programme Director/TSO Programme Administrator/Supervisor/FRDM Informed  | Date:   |
| Head of Student Records | Date:   |

**INTERRUPTION OF STUDY**

* An Interruption of Study (IoS) should be requested in unexpected personal, financial or medical situations where a student is temporarily unable to continue their course of study.
* Interruption of study will not be granted retrospectively. Students should apply for interruption of study as soon as possible when such situations arise.
* IoS requests should be submitted to the Registry **prior** to students expected end date – students should allow for as much time as possible for their request to be reviewed by their faculty & then the Registry as this process involves multiple signatories.
* Any IoS request made past a students expected end date may result in withdrawal of their registration. Students will need to allow for as much time as possible before their expected end date for their request to be reviewed.
* Interruption of study is not the same as Research Study Leave or when a DrPH student undertakes their Organisational & Policy Analysis (where a student is not attending the School but is continuing to work towards their degree).
* Students’ registration is suspended during the period of interruption and they are not permitted to work towards their degree, whilst on a period of interruption.
* MSc students are permitted to interrupt their studies for a maximum period of two consecutive years.
* No fees are payable for the period of interruption.
* Overseas students with a student visa should seek advice from the Student Adviser regarding the implications of taking interruption of study.
* The Registry will notify any official sponsors who request a progress report of any period of interruption. Students are advised to contact their sponsor to obtain their approval for any period of interruption of study.
* Further information on Research Degree and Taught Course Registration may be obtained from the School’s intranet or from the Registry.
* Students registered for the Certificate in Delivering Learning (CiLT) need to obtain the approval of their Course Director and their Head of Faculty.