

Suspending your studies

1. Introduction

Students who face severe difficulties during their time at the National Film and Television School are entitled to make a request to the Registrar to suspend their studies for an agreed period of time, which cannot normally be more than one year.

The Registrar will consider suspension requests that relate to the following circumstances, providing that the grounds are supported by independent documentary evidence:

- Financial issues
- Physical or mental health (including disability)
- Personal or familial issues (including bereavement)
- Accommodation problems
- Immigration status matters

Other grounds may also be considered, at the discretion of the Registrar.

Students should be aware that the School provides support, guidance and signposting to external services through the dedicated Student Support and Wellbeing Office. Students should consider whether suspending their studies is the best option, or whether obtaining support or guidance while completing their studies is preferable. The Student Support and Wellbeing Office is able to provide considered advice on this matter, but the decision is ultimately that for the student concerned. If you are struggling with your curriculum work, please discuss this in the first instance with your Tutor and/or Head of Department.

2. Procedure

Please write by email to the Registrar formally making the request for suspension, and the length of suspension time required. You must also append independent documentary evidence (or explain in the email why you have not done so.)

You will then receive a formal letter within 10 working days confirming the suspension, together with a date for you to resume your studies and any conditions that need to be met for your return. In some circumstances, the School reserves the right to reject a suspension request.

You should contact the Registrar by email no later than one month before your intended date of return to confirm that you are ready to resume your studies on the agreed date. You should also communicate with your Head of Department at this stage about how you should prepare for the resumption of your studies.

You may need to prove that you are fit to study, in line with the School's 'Fitness to Study and Respect for All' policy, or meet any other conditions that have been set.

Students who wish to withdraw permanently from the School should express this in writing to the Registrar. Students who withdraw permanently will not be allowed to return to their course.

3. Important Information

Please remember to return any School property that you have in your possession, including material from the library, before you interrupt your studies. Failure to do so will result in you being charged for the cost of replacement.

International students on Tier 4 visas should be aware that the School will notify UK Visas and Immigration (UKVI) of your suspension of studies, in line with its statutory duty. This is likely to affect your entitlement to stay in the UK, and you are advised to seek information about this.

If you are receiving a loan or funding, please inform the funding body or finance source of your suspension of studies. If the student is in receipt of Student Finance England funding the School will notify the body of the suspension.

4. US Federal Aid

If you are a US student receiving US Federal Aid, an approved leave of absence cannot exceed 180 days (6 months) within a 12 month period.

There needs to be a certain expectation that the student will return to study from their suspension of studies/ leave of absence and the Registrar and Registry Office must approve the LOA request to make it official.

Once the LOA is approved, the student is not considered as withdrawn and no Return of Title IV calculation is required. The student will not be charged for any additional institution costs.

In addition to the existing School process for withdrawals, if a student does not meet the LOA criteria, the student is considered to have ceased attendance from the School if they proceed with an unofficial LOA and a Return to Title IV funds calculation is required if the student is in receipt of US financial aid.

In addition to current academic regulations at the School, the borrower of financial aid will be deemed to be withdrawn from studies for loan repayment purposes if the student does not

resume studies within 180 days (6 months). However, students are informed of this rule at the point of LOA approval.

At this stage, the School is required to calculate the amount of federal aid earned and the total amount of 'unearned' aid that must be returned

The withdrawal date for students who fail to return is the commencement date of the approved LOA.

NB. For a student on an approved Leave of Absence, Title IV loans remain in "in-school" status for the period of the LOA. When a student does not return from a LOA part or all of the grace period could be used impacting when a student will go into repayment.