# Undergraduate Programmes Interruption/Repeat Application Form

**School:** COMPUTER SCIENCE

## PART A
### Section 1: PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td></td>
</tr>
<tr>
<td>Other Name(s)</td>
<td></td>
</tr>
<tr>
<td>Student ID Number</td>
<td></td>
</tr>
<tr>
<td>Correspondence Address</td>
<td></td>
</tr>
<tr>
<td>Home telephone No</td>
<td></td>
</tr>
<tr>
<td>Mobile telephone No</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
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</tbody>
</table>

## Section 2: PROGRAMME OF STUDY

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Degree (including award and course title)</td>
<td></td>
</tr>
<tr>
<td>Name of Personal Tutor/Supervisor</td>
<td></td>
</tr>
<tr>
<td>Year on Course</td>
<td></td>
</tr>
<tr>
<td>Year of First Registration</td>
<td></td>
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</tbody>
</table>

## Section 3: PREVIOUS INTERRUPTIONS / REPEATS

- Have you ever interrupted or repeated any part of your course? (please tick YES or NO)
  - [ ] YES
  - [ ] NO

- If yes please give a brief summary of reasons for previous request(s):
Section 4: REASON FOR REQUESTING INTERRUPTION/REPEAT

Requested Interruption Dates: From: To:

☐ Interrupt with repeat of study  ☐ Interrupt with no repeat of study
☐ Repeat study with no interruption (for applications immediately after the June or September Exam Board)

Please explain the circumstances behind and reasons for your interruption/repeat request (Please continue on an additional sheet of paper if necessary):

Section 5: STUDENT DECLARATION

Have you sought advice from any member of University Staff about this application for Interruption/Repeat?

☐ YES  ☐ NO

If yes please give details:

Have you attached any supporting documentation i.e Medical notes, Supporting letters, Correspondence from Funding organisation?

☐ YES  ☐ NO

If yes please list:

Are you in receipt of a Scholarship? (please tick YES or NO)

☐ YES  ☐ NO

If YES please indicate which: Research Council/School/Other (Please specify):

If you hold a Tier-4 student visa to study in the UK, have you consulted the Student Immigration Team in the Student Services Centre? Are you fully aware of the consequences of taking an interruption on your visa status?

☐ YES  ☐ NO  ☐ NOT APPLICABLE

Have you notified your sponsor about your application to interrupt your studies, and do they support your request?

☐ YES  ☐ NO  ☐ Not Applicable

I confirm that the information I have given is correct to the best of my knowledge and that I fully understand the implications of interrupting my current programme of study.

Signed: ________________________________ Date: ________________________________

Please return your completed form to 'Student Support Office, LF21, Kilburn Building.'
PART B
PART B MUST BE COMPLETED BY THE MEMBERS OF STAFF RESPONSIBLE FOR DECIDING THE OUTCOME OF THE APPLICATION TO INTERRUPT AFTER APPROPRIATE CONSULTATION WITH THE RELEVANT MEMBERS OF STAFF/STUDENT

Section 1: School comments - to be completed by personal/year tutor or supervisor

Section 2: APPROVAL

Do you approve this application for interruption/repeat of studies?

☐ YES  ☐ NO

Please explain your reasons below. Please reference any information provided by other members of staff.

(If approved) Interruption Dates:

From:  
To:  

Date of last attendance (certified and agreed):

Please indicate which of the following has been agreed;

☐ Interrupt with repeat of study  ☐ Interrupt with no repeat of study  ☐ Repeat only

Section 4: DECLARATION OF APPROVAL

Name (print):  Toby Howard

Position:  Director of Undergraduate Studies

Signed:  .................................................................  Date:  .................................................................