

## OVERSEAS COLLEGES - INTERRUPTION FORM

### IMPORTANT INFORMATION

Interruption of studies means that the student will not continue their programme of study in the current academic year but intend to resume their studies in the next academic year.

Please fill in all the required information and forward completed forms to Collaborations Student Records, University of Greenwich.

### College staff to complete - STUDENT AND PROGRAMME DETAILS:

<b>Student ID:</b>		
<b>First Name:</b>		
<b>Surname:</b>		
<b>College:</b>		

*(optional)* **Student Signature**

<b>Programme No:</b>	P
<b>Programme Title:</b>	
<b>Start of Interruption:</b>	Click or tap to enter a date.

### Reason for the interruption: *(please indicate one reason only)*

- |                          |                                   |
|--------------------------|-----------------------------------|
| Academic                 | Mental Health                     |
| Personal                 | Family commitments                |
| Financial                | Bereavement                       |
| Work related commitments | Wish to study at another time     |
| Physical Health          | Other (please confirm: . . . . .) |

☐ **Please tick box: I understand the interruption is for the remainder of the current academic year** and the student will resume their studies at the beginning of the next academic year.

☐ **Please tick box: If the interruption is for one term only,** I understand a Return to Study form will need to be sent to the Collaborations Student Records Team. Please confirm expected return date: \_ \_ \_ \_ .

<b>Staff Name, Signature,</b>	
<b>Job Title:</b>	
<b>Date form completed:</b>	Click or tap to enter a date.

### REGISTRY OFFICE USE ONLY:

Date Interruption processed: Click or tap to enter a date.

Staff initials and Job Title: .....

*Scan into Xtender once completed.*

### University Data Protection Policy

The Data Protection Act 1998 requires the University to observe new legal provision designed to safeguard both data subjects' rights (students) and the data relating to them. The Act requires that we inform you of what personal data is acquired and the purposes for which it is acquired. By signing the form overleaf, you will be giving the University permission to collect, hold and process additional personal data relating to your withdrawal from study. Signing this declaration does not compromise any rights you enjoy under the Data Protection Act 1998 nor any other legislation relating to personal privacy and data storage. Should the University need to collect and process additional sensitive data your explicit consent will be sought. Further information can be obtained from the University's Data Protection Policy statement and the Data Protection Code of Practice published on the University's Intranet.