

# REQUEST TO INTERRUPT STUDIES

- Students are advised to contact the relevant personnel at Mont Rose College for guidance on how any change may affect their student finance, their visa, and their status before requesting any change. Tuition fee liability and refunds are calculated in accordance with the College's General Regulations. Please visit here for details: <https://mrcollege.ac.uk/mrc-policies/>
- Students interrupting for health reasons must submit a doctor's certificate or medical note with this interruption request and must obtain written medical evidence that they are fit to resume studies at point of re-enrolment. The evidence must be sent to the Attendance department via [attendance@mrcollege.ac.uk](mailto:attendance@mrcollege.ac.uk)
- Students, for whom DBS and occupational health checks are compulsory, will be subject to further checks at their approved restart date and will be asked to re-apply for a DBS check where the period of interruption exceeds 3 months or extends into the subsequent session.
- All interruptions must be authorised by the Head of Department/Departmental or Senior Tutor responsible for their programme of study.
- Please ensure all details are correct before submitting completed forms to Records and Enrolments as changes may not be possible subsequent to submission.
- Forms must be returned to Student Services Department via [imran@mrcollege.ac.uk](mailto:imran@mrcollege.ac.uk) within 2 weeks of the date of interruption.

<b>STUDENT REG.</b>	<b>SURNAME</b>	<b>FORENAMES</b>	<b>DATE OF BIRTH</b>
<b>PROGRAMME OF STUDY</b>		<b>STAGE</b>	<b>MODE (FT)</b> <input type="checkbox"/>

<b>EFFECTIVE DATE OF INTERRUPTION</b>		<b>RESTART DATE</b>	
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<b>PLEASE INDICATE THE MAIN REASON FOR THIS CHANGE (tick one box only):</b>			
<input type="checkbox"/>	03 - Transferred to another institution	<input type="checkbox"/>	04 - Health reasons,
<input type="checkbox"/>	07 - Other personal reasons	<input type="checkbox"/>	10 - Gone into employment
<input type="checkbox"/>		<input type="checkbox"/>	06 - Financial reasons

**STUDENT DECLARATION:** I have read and understood the General Regulations (<https://mrcollege.ac.uk/mrc-policies/>). I confirm that all details on this form are correct, and understand that personal data held by the College may be stored in paper/and or electronic form in accordance with the provision of the Data Protection Act (2018), and for the purposes outlined in the College's Data Collection Notice (<https://mrcollege.ac.uk/mrc-policies-gdpr/>)

<b>SIGNATURE</b>	<b>DATE</b>
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**AUTHORISATION OF HEAD OF DEPARTMENT/SENIOR TUTOR – I confirm that members of the department have met with the student to discuss their decision. All details on this form are correct.**

NAME	SIGNATURE	DATE
NAME	SIGNATURE	DATE
<b>STUDENT SERVICES ONLY</b>	<b>Received:</b>	<b>Processed:</b>
<b>Assessments / Fees:</b>	<b>Fitness to Resume signed off:</b>	<b>Student Notified:</b>