

## **Withdrawing or Suspending from your Course (Undergraduate)**

This guide provides information for undergraduate students considering either leaving University or taking some time away from studying e.g. for health or bereavement reasons.

### **What is the difference between suspending and withdrawing?**

If you suspend from your studies, you are taking time out and will return later, usually the next academic year. You are still considered a student in most instances, however student funding is not usually available. There are exceptions to this if you are suspending on medical grounds.

If you withdraw, you are leaving the University and your course altogether with no intention of returning at a later date. You are no longer considered a student and student finance will not be available to you. If you wish to attend a different institution, you will need to begin the admissions process from scratch.

### **Tuition Fees**

Tuition fees are paid in three instalments directly to the University.

- Term 1 = 25%
- Term 2 = 25%
- Term 3 = 50%

If you withdraw or suspend at any time during any term, you will be liable for that term's fees, but this should still be covered by Student Finance, unless you are classed as a self-funded student.

### **Funding for Living Costs**

If you withdraw or suspend, Student Finance are entitled to claim back maintenance funding overpayments immediately and will write requesting payment. If you suspend, Student Finance will usually claim back any unpaid loan overpayment by reducing future loan instalments when you return to your course. If you are suspending for health reasons, Student Finance will continue to pay your maintenance funding for a period of 60 days from the date of suspension.

Once you withdraw you will be able to apply for jobseeker benefits if you are unable to find work. However, as a suspended student you retain your student status and are unable to apply for benefits without underlying eligibility such as a disability or care of a child. This can make it difficult for students to manage financially if they are tied into a housing contract and is a factor to consider. Since you are still regarded as a student whilst you are enrolled at the University (even if not attending), you should not be liable for Council Tax whilst suspended. However, this is unfortunately not completely clear cut in current legislation. If you receive a Council Tax bill, please contact the Advice Centre.

### **Future funding**

As a rule, you are entitled to have funding for the duration of your course plus 1 year (gift year). This means that if, for any reason, you need to suspend or retake a year, you can still have the remainder of your course funded. Please see The Advice Centre guide on repeating study should you require additional funding.

### **Postgraduate students**

Student Finance rules are different for postgraduate students who suspend or withdraw from a course and need funding for a repeat period of study. Please contact the Advice Centre for further information.

### **International students**

If you are an international student, leaving your course will have implications on your visa. It is very important that you understand the conditions of your visa and how it will be

affected if you suspend or withdraw.

The University's Visa and Immigration Advice Service can be contacted [here](#).

**Further guidance**

For further guidance on withdrawing or suspending, contact The Advice Centre.

- 02380 592 085
- [advice@susu.org](mailto:advice@susu.org)

**Disclaimer**

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