



Oakswood College

Empowering Through Education



Interruption of Studies

Request Form

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www.oakswoodcollege.co.uk



(Trading name of Oakwood Group Ltd)

H-006a: Interruption of Studies Request Form

Instructions to the Student

This form should be used to make a formal request to interrupt your studies at Oakwood College.

A key part of the Oakwood process for requesting an interruption of studies is that we hold a support meeting with you under Stage 2 of Support Through Studies to ensure that you are fully informed before proceeding with a formal request to interrupt. You should have raised your request informally with your Personal Tutor or another member of Oakwood College academic or student support staff, who would then ensure the Stage 2 Support Through Studies process is instigated.

Therefore, before completing this form you must have engaged with a Stage 2 Support Through Studies meeting, and your Lead Contact (i.e. Head of Student Services HoSS) will have produced a Stage 2 Support Plan with you. Please read the H-006 Interruption of Studies Policy before completing this form.

Completion of this Form

- Complete Sections A to F in full. (Please note Sections G and H will be completed by Oakwood College staff.)
- Submit the completed form and all supporting evidence to the Head of Academic Affairs (or their nominee) at Oakwood College.

The decision on your request will normally be communicated to you in writing within 5 working days.

Important: Interruption of Studies is not granted automatically. Until you receive written confirmation that your request has been approved, you must continue your programme as normal. If you stop attending this place you are at risk of breaching your attendance and engagement obligations as a student.

If you are studying on a Buckinghamshire New University (BNU) award, your request will be referred to BNU for the final decision following completion of this form.

Section A - Student Details

Field	Details
Surname	
First name(s)	
BNU Student ID (8 characters)	
Oakwood Student ID	
Programme of study	
Current level (Foundation / L4 / L5 / L6)	
Cohort intake (e.g. Sep 2025)	
Personal email	
Mobile / contact telephone	
Correspondence address during interruption	
Funding body (e.g. Student Finance England, self-funded, sponsor)	

Are you on a Student Route / Tier 4 visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you registered with disability or learning support?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you previously interrupted your studies on this programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have previously interrupted, please provide details (dates and duration):

Section B - Interruption Details

Field	Details
Proposed start date of interruption	
Length of interruption requested (in months)	
Expected date of return to study (Month and Year)	

Note: An interruption is normally for up to one academic year. Any longer period must be specifically justified and may be subject to awarding body approval.

Section C - Grounds for Interruption

Please tick the ground(s) on which you are requesting an interruption of studies (tick all that apply). Refer to Section 6 of the H-006 Interruption of Studies Policy.

Grounds for Interruption	
Physical or mental illness	<input type="checkbox"/>
Pregnancy, maternity, paternity, adoption, or caring responsibilities	<input type="checkbox"/>
Bereavement or serious family circumstances	<input type="checkbox"/>
Financial hardship	<input type="checkbox"/>
Significant personal or domestic difficulties	<input type="checkbox"/>
Military service or other exceptional commitments	<input type="checkbox"/>
Supported interruption recommended through Stage 2 of Support Through Studies	<input type="checkbox"/>
Other (please specify in the explanation box below)	<input type="checkbox"/>

Please explain the circumstances giving rise to your request (continue on a separate sheet if necessary):

Section D - Supporting Evidence

Please list any supporting evidence you are submitting with this request and indicate its status.

Evidence type	Attached	To follow	N/A
Medical certificate / letter from healthcare professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter from employer / military / other body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Death certificate / order of service (bereavement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial documentation (e.g. statements, sponsor letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stage 2 Support Plan (Support Through Studies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other evidence - please specify:

Section E - Acknowledgement of Implications

Please tick each statement to confirm you have been informed of, and understand, the implications of interrupting your studies.

Acknowledgement of Implications



I understand that I will remain liable for any tuition fees in the current fee period (normally a term), and that this may not be refundable.	<input type="checkbox"/>
I have been informed how interrupting will affect my Student Finance / maintenance loan / sponsorship, where applicable.	<input type="checkbox"/>
I have been informed how interrupting may affect my Student Route / Tier 4 visa status (where applicable) and understand the College must report this change to UKVI.	<input type="checkbox"/>
I have been informed how interrupting may affect my accommodation arrangements (where applicable).	<input type="checkbox"/>
I have been advised to seek guidance on council tax liability during my period of interruption.	<input type="checkbox"/>
I understand that my VLE access will cease at a notified date during the interruption period.	<input type="checkbox"/>
I understand that I will retain my Student ID card and will remain a registered (but not enrolled) student during the interruption.	<input type="checkbox"/>
I understand that interruption is not granted automatically, and the College may decline my request.	<input type="checkbox"/>
I understand that I must continue on the programme as normal until I receive written confirmation that my request has been approved.	<input type="checkbox"/>
I understand that I will be invited to a Return to Study meeting (under Stage 2 of Support Through Studies) 6–8 weeks before my agreed return date.	<input type="checkbox"/>
I understand that failure to engage with Return to Study communications and/or meetings may result in me being academically being withdrawn from my programme of study.	<input type="checkbox"/>

Section F - Student Declaration

I confirm that the information given on this form is true and complete to the best of my knowledge.	<input type="checkbox"/>
I have engaged with Stage 2 of Support Through Studies and have agreed a Stage 2 Support Plan with my Lead Contact.	<input type="checkbox"/>
I consent to relevant information from this form being shared, as necessary, with Buckinghamshire New University, Student Finance, my visa sponsor, and any other body necessary to process this request and the period of interruption.	<input type="checkbox"/>



I understand that the College will hold and process my personal data in accordance with its Data Protection Policy and the UK GDPR.

Student signature

Date

Section G - Stage 2 Support Through Studies Record

To be completed by the Lead Contact for the Stage 2 Support Through Studies meeting.

Field	Details
Date of initial request from student	
Staff member who received the initial request	
Date of Stage 2 Support Through Studies meeting	
Lead Contact (name)	

Attendees at the Stage 2 meeting (names and roles - at least two staff members in addition to the student):

Alternatives to interruption considered (e.g. reasonable adjustments, extensions, reduced study load, other support measures):

Reason interruption is judged to be the most appropriate option:

Stage 2 Support Plan

Stage 2 Support Plan attached to this form?

Yes

No

Date Stage 2 Support Plan agreed with student	
Recommended interruption period	
Recommended return date	

Conditions for return (e.g. medical clearance, completion of pre-return actions):

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Ongoing support needs identified during interruption:

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Any academic catch-up or progression requirements on return:

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Pre-formal-request actions completed by the student (e.g. evidence gathered):

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Lead Contact recommendation

Recommend approval of interruption request	<input type="checkbox"/>
Recommend decline of interruption request	<input type="checkbox"/>
Refer to awarding body (BNU) for decision	<input type="checkbox"/>

Rationale for recommendation:

Lead Contact signature	
Date	

Section H - Internal Decision and Referral

To be completed by the Head of Academic Affairs (or their nominee) and Senior Management Team. Where the student is on a BNU award, the final decision rests with BNU; this section records Oakwood College's referral and notifications.

Field	Details
Date formal request received	
Reviewed by (name and role)	

Decision

Approved - interruption granted	<input type="checkbox"/>
Approved with conditions (specify below)	<input type="checkbox"/>
Declined (rationale must be provided below)	<input type="checkbox"/>
Referred to Buckinghamshire New University for decision	<input type="checkbox"/>

Conditions attached to the decision:

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Rationale for decision (required if declined; required if conditions attached):

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Confirmed dates

Confirmed interruption start date	
Confirmed return date	
Date VLE access will cease	
College key contact during interruption	

Notifications and referrals

Notification / referral	Sent (date)	Sent by
Decision communicated to student in writing		
BNU Registry Officer (SCSA) notified / referred		
BNU Partnership Tutor notified		
Student Finance notified (if applicable)		
UKVI / visa sponsor notified (if applicable)		
Student record updated to 'Interrupted Status'		
Stage 2 Support Plan filed on student record		
Other (specify)		

Authorisation

Head of Academic Affairs (name)	
Signature	
Date	

SMT acknowledgement (name and role)	
Signature	
Date	



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This form, once completed, should be filed on the student's academic record. A copy should be provided to the student. Where the request has been referred to BNU, a copy must also be provided to the BNU Registry Officer (SCSA) and the BNU Partnership Tutor.