



*The chances that resuming your studies might be detrimental to your health*

*The extent to which your health difficulties might impede your studies*

*The possibility of a relapse of the problem*

*The arrangements for on-going support if these are needed (e.g. ongoing psychiatric support outside of the university)*

*Your personal support network*

*It is possible that not all of the points mentioned above will be relevant to your health condition. In order to help your health practitioner produce medical evidence which is as thorough and accurate as possible, you may wish to share this information with them.*

### **Confidentiality**

*Any information disclosed as a part of your medical evidence is treated confidentially. Where information needs to be shared with other members of the Courtauld in order to facilitate our support for you, this will be done only with your consent and on a 'need-to-know' basis.*

The normal maximum period of interruption of studies that may be granted is two years, with initial period of 12 months as standard. If you are not able to return to your studies after two years, you will be normally automatically withdrawn from your course. In exceptional circumstances application may be made for a longer period of interruption.

Both you and your Personal Tutor/Course Tutor/Supervisor/Wellbeing should complete the appropriate paperwork, and email it to Student and Academic Services. Once your request is processed, your access to your Courtauld email account, the VLE and swipe card building access will be deactivated for the period of your suspension. While on a temporary break, your home email address will be given to your Personal Tutor/Course Tutor/Supervisor /Wellbeing on request should they need to contact you with course information. If you do not wish to be contacted, please indicate this on the Application for an Interruption of Study.

Students on interruption of studies will be contacted by Student and Academic Services, approx. one term prior to the scheduled return to studies date, with regards to the re-enrolment arrangements, including arrangements for your medical evidence and meeting with the professional medical advisor if you have interrupted for medical reasons. Wherever possible, returning students will be allocated the same Personal Tutor they had before taking a break from their studies.

### **General Advice**

If you chose to interrupt your studies, you should consider the impact this could have on your studies and assessments. You will normally be expected to take the same assessments as your current cohort, but where the course you attended is no longer running when you re-enroll an alternative assessment will be arranged.

If you live in student accommodation or halls of residence you should check the terms and conditions of your lease with your accommodation manager prior to interrupting or withdrawing. Depending on when you interrupt or withdraw you may be liable for the remainder of your rent even if you no longer occupy your room. If you rent privately you should also consider the impact interrupting or withdrawing may have on your housing and seek appropriate advice.

You should consider the financial implications of interrupting or withdrawing. If you are in receipt of a

