

# INTERRUPTION OF STUDIES GUIDANCE

## STUDENTS

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Guidance on interruption is available from the Student Support Zone at: <https://tinyurl.com/interruptingstudies> Apply to take a break from studies and track your application using My Imperial at: <https://my.imperial.ac.uk>

## DEPARTMENT

Students should speak with their Tutor or other member of department staff and agree a return date before applying for an interruption

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## INTERNATIONAL STUDENTS

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A break in studies may affect a student's visa. Contact [international@imperial.ac.uk](mailto:international@imperial.ac.uk) with questions about visa implications

## ACCOMMODATION

Questions relating to College accommodation should be directed to [accommodation@imperial.ac.uk](mailto:accommodation@imperial.ac.uk)

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## FINANCE & BURSARY

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Contact [student.funding@imperial.ac.uk](mailto:student.funding@imperial.ac.uk) with questions relating to financial support and bursaries. Tuition fee questions should be directed to [tuition.fees@imperial.ac.uk](mailto:tuition.fees@imperial.ac.uk)

## STUDENT RECORDS

Contact [student.records@imperial.ac.uk](mailto:student.records@imperial.ac.uk) with questions relating to the administration of a student's interruption

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## STUDENT HUB

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Additional support and guidance can be obtained from the [student.hub@imperial.ac.uk](mailto:student.hub@imperial.ac.uk)

## STUDENTS APPLYING FOR AN INTERRUPTION



Login to My Imperial (<https://my.imperial.ac.uk>).

1. Access the My Interruption of Studies tile and select your current programme of study.
2. Complete the application form and submit supporting documents in the 'My interruption of studies' section.
3. Track the progress of the interruption request.
4. Receive interruption request confirmation and approval by email.

## APPROVING A STUDENT'S INTERRUPTION



Login to My Imperial (<https://my.imperial.ac.uk>) to approve a student's interruption of studies.

1. Departmental staff will receive email notification of the student's submitted interruption application.
2. Access the My Imperial Interruption of Studies tile to approve the application and confirm the student's expected date of return.
3. Registry Student Records will receive automatic email confirmation of the Department's approval to action the interruption on the student's record in My Imperial and in Banner.
4. An automatic email notification will be sent to the applicable Bursary, Finance, Visa, Accommodation and Campus Security teams for action.
5. An Interruption confirmation email will be sent to the student.
6. Departments can check the interruption status of a student using My Imperial Student Records Management and ICA Reporting & Statistics.

## STUDENTS RETURNING TO STUDIES



There is no current change to a student's return from interruption. Departments should get in touch with students in good time before they're due to return to allow for medical documents to be submitted if needed.

The student's status will change to "eligible to re-enrol" 30 days before their return date and they will receive an email invitation to complete their re-enrolment in My Imperial.

It is the student's responsibility to confirm their return date with their department and keep them informed of any changes.