



## Higher Education Suspension of Studies Policy

<b>Document title:</b>	<b>Higher Education Suspension of Studies Policy</b>
<b>Audience:</b>	Higher Education Students
<b>Version:</b>	V1
<b>Approved by:</b>	
<b>Date approved:</b>	TBC
<b>Date of next review:</b>	July 2026
<b>Document author(s):</b>	Vice Principal: Quality, Teaching and Learning
<b>Date issued:</b>	
<b>Document reference:</b>	Higher Education Suspension to Studies Policy V1

### Revision history

Version	Type (e.g. replacement, revision etc...)	Date	History (reason for changes)
V1	New	July 2024	

### Monitoring and review

This policy will be reviewed by the Academic Board at least every 2 years.

### Related Polices/Procedures/Regulations

- Higher Education Attendance Policy and Procedures
- Higher Education Fitness to Study Policy and Procedures

## **1. Executive Summary**

The Higher Education Suspension of Studies policy at Bradford College provides a structured and supportive framework for students who need to temporarily pause their studies due to medical, personal, disciplinary, or academic challenges.

This policy ensures that students are fully informed about the process, implications, and available support before making a decision. It outlines the application process, including necessary documentation and evidence requirements, and delineates the roles and responsibilities of all involved parties. The procedures maintain academic integrity, financial accountability, and compliance with institutional policies while prioritizing the well-being and academic success of students.

Key areas covered include the effective date and potential backdating of suspensions, implications for assessments, tuition fees, student finance, and bursary payments, as well as the process for returning from or extending a suspension.

By providing clear guidelines and support mechanisms, this policy aims to ensure a fair, transparent, and empathetic approach to managing students' temporary withdrawals, ultimately facilitating a smooth transition back to academic life. Regular monitoring and review ensure that the policy remains effective and responsive to evolving needs.

This policy is supported by the Higher Education Suspension of Studies Procedures.

## 2. Roles and Responsibilities

### Students:

- **Take personal responsibility** for managing their health and well-being.
- **Consult relevant staff** such as the HE Awards team and HE Student Finance team before making a decision to suspend studies.
- **Submit necessary documentation** including the Suspension of Studies form and supporting evidence within 10 working days of application.
- **Initiate contact** with their school at least six weeks before the intended return date to facilitate a smooth re-entry into their studies.

### Support Services Staff (Quality, Disability Services, HE Student Finance Team)

- **Meet with students and other staff** to discuss concerns about the student's health, well-being, and ability to continue studies.
- **Provide information and referrals** about available support services within the College.
- **Notify Student Finance England** on behalf of the student if their suspension of studies request is approved.
- **Handle all evidence confidentially** and ensure that sensitive information is only reviewed by authorized personnel.

### Curriculum Staff (Programme Leader/Head of Department/School)

- **Discuss academic options** and potential support measures with students considering suspension.
- **Support the completion of suspension requests** by providing necessary academic information and documentation.
- **Facilitate the student's re-entry** by confirming their intent to return and readiness to resume studies with the HE Awards team.

### Senior Leadership Team

- **Ensure policy compliance** with institutional regulations and legal requirements.
- **Oversee the monitoring and review process** to maintain the effectiveness and relevance of the Suspension of Studies Procedures.
- **Provide final decisions** on requests for fee waivers or refunds in exceptional circumstances, ensuring all financial implications are considered.

### 3. Purpose

The purpose of the Suspension of Studies Policy at Bradford College is to provide a clear, structured, and supportive framework for students who may need to temporarily interrupt their studies due to medical, personal, disciplinary, or academic challenges. This policy aims to ensure that:

- **Students are well-informed** about the process, implications, and support available for suspending their studies, enabling them to make informed decisions.
- **Academic integrity and financial accountability** are maintained throughout the suspension period.
- **Clear guidelines and procedures** are in place for the application process, including the submission of necessary documentation and evidence.
- **Roles and responsibilities** of students, support services staff, curriculum staff, and senior leadership are clearly defined to facilitate a coordinated approach.
- **Fairness and empathy** are upheld in assessing and approving suspension requests, ensuring that students' needs are considered in a supportive manner.
- **Students' well-being and academic success** are prioritised, with provisions for continuous engagement with support services and smooth re-entry into studies.
- **Compliance with institutional policies and legal requirements** is ensured, particularly in relation to tuition fees, student finance, and bursary payments.
- **Regular monitoring and review** of the policy are conducted to ensure its effectiveness and alignment with the evolving needs of the student body.

By achieving these objectives, the policy supports students in managing their personal and academic challenges effectively, fostering an inclusive and enabling educational environment.

### 4. Monitoring

Usage of the suspension of studies policy will be monitored by the Academic Board