

Submitting a request to pause your studies

If circumstances are making it difficult for you to continue with your educational programme, you can make a request to interrupt your studies. Requests to interrupt are only authorised on submission of official documentation denoting mitigating circumstances. If accepted, your request will allow you to take time out and resume your studies at a later date, usually at the start of the next academic year.

You must be up to date with your fees in order to submit a request to pause your studies. For enquiries on this subject, please write to admin@saera.eu.

You need to discuss your intention to pause your studies with your Studies Coordinator before submitting your form. Next you have to follow the steps below:

1. Fill in the application form.
2. Send it along with the documents required to admin@saera.eu
3. Wait for an email confirming or denying the interruption's approval

Please note that you can only apply for an interruption lasting a maximum of 1 year (12 months).

If your application is approved, the Academic Appeals Committee will issue a resolution letter formalising the interruption of studies, notifying you and your Studies Coordinator.

If you have a formal withdrawal request in progress, you should not apply for Interruption of Studies, or you must necessarily cancel the withdrawal request before applying for the interruption.

In the event that students do not resume the programme on the agreed date, the student will be considered to have abandoned the programme and they will have to proceed to full re-enrolment by paying the full programme fee. The grades obtained in the Modules passed may be validated if the student requests it, as long as the legal and academic requirements for such validation are met.

INTERRUPTION OF STUDIES FORM

Please complete this form if you wish to interrupt your studies for a period of time. The form should be returned to admin@saera.eu. Before submitting this form, please ensure you have spoken to your Studies Coordinator to ensure that all options have been discussed, which may allow you to continue your studies.

Student's FULL NAME			
Student ID Number			
Programme of Study			
Address for future correspondence			
Email		Phone Number	
Interruption of studies from (exact date) *:			
Expected date of return**:			

**The effective Interruption of Studies date shall be the latter of the two below and you will be charged tuition fees up to this date:*

- (i) *the date on which the Academic Appeals Committee receives formal notification of Interruption of Studies from the student;*
- (ii) *the last Module studied if you do not contact your Studies Coordinator*

*** All students should agree with their coordinator their expected date of return.*

Please indicate your reasons for Interruption of Studies:

- | | | |
|--|---|--|
| <input type="radio"/> Health | <input type="radio"/> Parental responsibilities | <input type="radio"/> Financial hardship |
| <input type="radio"/> Exceptional Professional Commitments | <input type="radio"/> Compassionate grounds | <input type="radio"/> Other |

Please select the checkbox to acknowledge the following: in completing this form I accept that I am temporarily no longer a student of SAERA until I re-enrol on the programme to resume my studies at the beginning of the next academic year according to the School policy. Please note: exceptionally you may be able to continue your studies earlier if the course structure permits. Contact your Studies Coordinator for advice. ☐