

## Break in Study: step by step guidance for students

### Before taking a break

1. If you're thinking about taking a break from your studies, [read the guidance available on the Student Hub](#) or contact your School Administration Team to be signposted to this information.

2. **Consider** the implication on your finances, accommodation, immigration status etc. and **Get Advice / Support** using the contact information in each of the sections relevant to your situation.

3. **Arrange a meeting with your Course Leader** to discuss your situation and academic implications.

4. **Complete the Break in Study MS Form** with supporting evidence. This will automatically go to your School Administration Team.

5. **Your Break in Study request** is received for consideration within your Academic School.

6. You will receive a **written decision within 15 working days** of submitting your request. This will be sent electronically to your NTU student email.

7. **Complete an Exit Checklist** with your Course Leader or School Administration Team. You can also use this opportunity to ask any questions.

### Break in study begins

8. You **will** retain access to University buildings and your NTU email. You **will not** have access to any new modules in the NOW learning rooms.

9. You will **receive Keeping in Touch emails** from your School Administration Team.

### Prepare to return

10. You will **receive a re-enrolment email** before you are due to return to your studies.

11. **Read the guidance** on 'Returning to your course after a break in study', available on the Student Hub.

### Return from your break

12. **Inform** your School Administration Team that you have returned to your study.

13. **Request a Return to Study catch up** with your Course Leader, Personal Tutor, or Academic Mentor.

14. **Get to know your new peers** using available opportunities.