

Interruption to Studies for International Students

For all students taking a taught Undergraduate or Master's degree course, please read the University's **Notice to Students Interrupting their Studies**

www.uea.ac.uk/learningandteaching/documents/student/NoticetoIntercalatingStudents

For all research students, please read the University's **PGR information**

<https://portal.uea.ac.uk/postgraduate-research/concessions>

Student Status

An interruption to studies means that you are taking an approved break from your course for personal or medical reasons and you will not be classified as a current UEA student. You will continue to have access to the library and UEA's IT facilities including your email account, but you may have limited access to other facilities on campus.

Your Course

You need to speak to your academic adviser, your school and your Hub for further guidance about how an interruption to studies will affect your course. Depending on your course, if you interrupt your studies, you may not be able to return to your studies until the start of the next semester, academic year or a specified date. Check that you will have enough time to complete your studies when you return, as there are strict time limits within the Tier 4 visa rules:

www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

See "How long can a Tier 4 student come to the UK for?"

It is important that you understand all the implications an interruption to studies will have on your course.

Visa Issues

If you have a Tier 4 visa and you interrupt your studies, your visa will be cancelled. You will have to apply for a new visa in your home country before you are able to return to the UK to continue studying again.

Once your interruption to studies period is agreed, the Student Visa Compliance Team will automatically inform the UK Visa and Immigration department (UKVI) that you are no longer a current student at UEA. UKVI will then curtail (shorten) your Tier 4 visa. Once you have your interruption to studies agreed you must leave the UK, as you will no longer have a valid visa to stay in the country. You should leave the UK as soon as possible but your visa should be curtailed 60 days from the date your interruption to studies has been approved.

Returning home promptly will help protect your immigration status for the future. If you do not leave the UK, UKVI may deport you (force you to leave) and they could refuse future visa applications. If you cannot travel, due to severe illness or if you are pregnant, you should contact a Student Life Adviser as soon as possible to discuss your immigration options, as you may need to apply for a different type of visa.

Email us at student.life@uea.ac.uk call 01603 592761 to arrange an appointment.

Family and Dependants

If you have a Tier 4 visa and your family are living with you in the UK as dependant(s) on your visa, their visa(s) and immigration status will be affected, when you interrupt your studies. Your family will have their visa(s) curtailed at the same time as you. Your family cannot stay in the UK without you. Even if your children are in school or if your spouse is working or studying, they will still be required to leave the UK at the same time as you.

Accommodation

If you live in UEA Residences, you will need to move out during your interruption to studies period. The Accommodation Office will be informed of your interruption to studies once approved and you will be given 7 days to vacate your room. If you need to stay longer, you must request an extension from the Accommodation Office and get their approval. You will only be charged for the number of days you stay in your room. You will need to visit the University Finance Office to arrange payment of your final accommodation fees or refunds.

If you live in private off-campus accommodation, you should arrange with your landlord about moving out early and cancelling your contract. You are legally responsible for your rent payments as agreed in your contract or licence. You can get further advice from the Student Union, union.info@uea.ac.uk

Tuition Fees and Financial Issues

The amount of tuition fees you will be liable to pay will depend on the start and end dates of your interruption to studies. The University tuition fee cut off dates will give you the percentage you are required to pay depending on when you interrupt your studies.

[www.uea.ac.uk/calendar/section3/regs\(gen\)/fees-and-charges](http://www.uea.ac.uk/calendar/section3/regs(gen)/fees-and-charges)

Advisers in Student Services can offer advice regarding your financial situation, and how an interruption to studies will affect you financially. You can also find more information online. <https://portal.uea.ac.uk/student-support-service/money-matters/other-information/interruption>

Other Bills and your belongings

Make sure you pay and cancel any other bills you are personally responsible for, such as your mobile phone, utilities, etc. You will also need to arrange moving your belongings. Alternatively, you may want to consider arranging storage in Norwich.

The Interruption to Studies Process

If you wish to request an interruption to studies, you must have a valid reason and be able to provide evidence to support your reason. You need to discuss the possibility of an interruption to studies with your academic adviser, school and Hub before you complete an Extenuating Circumstances Report form, which is in your e:Vision account.

PGR students have their own forms <https://portal.uea.ac.uk/postgraduate-research/concessions>

Check with your Hub about what proof is required, before you submit your request for an interruption to studies. You can find a list of acceptable documents online

<https://portal.uea.ac.uk/documents/6207125/8540534/extenuating-circumstances-guidance-for-staff-and-students.pdf>

Returning for exams or reassessment whilst interrupting your studies

If you have interrupted your studies because you need to take a re-assessment or resit exams, then you will need to apply for a Short Term Study visa to do this. You will need a letter from your Hub, which gives the dates of your reassessments/exams.

There is help on how to apply for a short-term study visa here: <https://portal.uea.ac.uk/student-support-service/international-students/visa-support/student-visitor-visa>

You can email student.life@uea.ac.uk to get your application and documents for a short-term study visa checked before you submit them to the Visa Application Centre.

Once you have completed your re-assessments/exams at UEA, then you should return to your home country to wait for your results.

Returning from Interruption to studies

1. Once you have received your exam results or you have reached the point at which your Hub agreed you could return to your studies you need to:
2. Complete a return to study form (RTS) and send it to your Hub.

There is a RTS for interruption for medical reasons and one for all other reason;

<https://portal.uea.ac.uk/learning-and-teaching/students/forms> then look under interruption to study/withdrawal

If your Hub approve your RTS request-

3. Apply for a new Confirmation of Acceptance for Studies (CAS) using this link <https://portal.uea.ac.uk/learning-and-teaching/students/forms> then search “letter requests”
4. When you receive your new/final CAS then you can apply for a Tier 4 visa to complete your studies.

You can apply for your Tier 4 visa, 3 months before you re-join your course, so make sure you allow enough time to complete the RTS and get a CAS. You can find more information about Tier 4 requirements using these links:

Student Life - T4 webpages <https://portal.uea.ac.uk/dos/international-students/visa-support/tier-4>

UK.Gov website for T4 www.gov.uk/tier-4-general-visa/overview

UKVI T4 guidance www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

Show your currency in GB£s www.oanda.com/currency/converter

You can email student.life@uea.ac.uk to get your application and documents for a new Tier 4 visa checked before you submit them to the Visa Application Centre.

Important points to consider before you interrupt your studies

Please note that all cases are individual and this is only to be used as a guide of key points to consider.

Get academic information and advice

- Decide how long do you need to interrupt your studies for
- Check when you can return from your interruption to studies
- Check that you will have enough time to complete your studies when you return, as there are strict time limits within the Tier 4 visa rules; www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student see “How long can a Tier 4 student come to the UK for?”
- Find out how this will affect your academic studies- will modules change whilst you are interrupting your studies?
- Decide how this will affect your tuition fees and other financial matters-can you get a refund? Will course fees rise?
- Make sure you obtain the correct supporting documents, such medical certificates or other evidence, to support your interruption to studies request.

Get immigration advice on how an interruption of studies will affect your Tier 4 visa

- Your current Tier 4 visa will be curtailed (cancelled).
- You must finish your course with in a 5 year time limit (for undergraduate and taught masters course), whilst you are intercalating the clock is still running, which may not leave you enough time to finish your course.
- You must leave the UK within 60 days or sooner, from the date your interruption to studies is approved.
- You will need to apply for a new visa before you return from interruption to studies.
- Student Life can give you advice when you need to apply for your new visa.

Make sure your E:Vision contact details are up to date, so UEA can contact you easily.

