



Sometimes, an undergraduate student may decide that, for example for the sake of their health, they wish to take a break from their studies; this is known as suspension. When an undergraduate suspends their studies, they cease for a period to be provided with tuition by New College, or to have use of New

The Senior Tutor and the Tutor for Welfare shall be responsible for determining, in light of the medical assessment, whether you are fit to study and whether any other conditions for return have also been met.

If the Senior Tutor and Tutor for Welfare are of the view that you are fit to return to study and all other conditions for return have been met, the Academic Registrar will write to you to confirm this. A further letter from the Dean giving you formal permission to return will then follow.

If you are not considered fit to return to study or other conditions have not been met, and if no alternative arrangements have been agreed with you, the College's Fitness to Study Procedure may be invoked. The Procedure is available to view in full on the College's website:

<http://www.new.ox.ac.uk/policy-documents>

Before your return to College, you will be contacted by the Cox or Salvesen Fellow, so that they can discuss any apprehensions or concerns that you may have about returning. You are encouraged to contact the Academic Registrar (via tuition@new.ox.ac.uk) if you have any queries before or during the suspension process, and subsequent period of suspension.

If you have a room in college, you will normally be expected to vacate the room as soon as practicable but no longer than a week after suspension has been granted. If there are extenuating circumstances where a week is insufficient, you are encouraged to discuss this as soon as possible with the Home Bursar. Please note that if you are living out of college in private accommodation, you will be responsible for your contract with your landlord.

You will not be eligible for Council Tax exemption from Oxford

City Council during the period of your suspension. If while suspended you find yourself in financial hardship you may be able to apply for a discretionary discount, via the Academic Registrar (tuition@new.ox.ac.uk).

If you suspend your studies before Monday of 4th week, you will not be charged fees for that term. If you receive a loan from the UK's Student Loans Company, the University will notify the SLC of your suspension, and will notify them again once you return to your studies. If you have any queries about fees or funding during the period of your suspension, please contact our Fees Officer at

linda.goodsell@new.ox.ac.uk

Suspending your studies may have an impact on your Tier 4 Student Visa (if you have one). The University's Tier 4 Compliance Office will contact you directly to discuss the potential impact of a suspension on your visa, but you can seek their advice in advance by emailing tier4compliance@admin.ox.ac.uk.

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If you have already submitted some examined work or completed a block of examinations (such as oral exams in languages, or examined lab work in sciences) during the year in which you suspend your studies, you can apply for these marks to be carried forward into the next academic year, so that you do not have to repeat the work. Permission to carry forward marks is granted by the University's Education Committee. At your request, the Academic Registrar will submit the relevant application to Education Committee.

Sometimes the Exam Regulations for a course change. If this happens during the period of your suspension, you can either sit the relevant papers under the new set of regulations, or apply

to Education Committee for permission to sit under old regulations. You should ask your tutors whether this will apply to you. At your request, and in consultation with your Faculty/Department, the Academic Registrar will submit the relevant application to Education Committee.

In the event that a request to suspend is not supported, or you dispute the decision, or you are found not to be fit to return to study following a period of suspension, you may seek a review with the Warden and Tutors Appeal Sub-Committee.