



BREAK IN STUDY PROCEDURES

Valid from: September 2025

Date of next review: September 2027

1. Scope

- 1.1 The procedures detailed below only relate to breaks that are requested by students for non-academic and/or clinical grounds.
- 1.2 Breaks that are requested by the Programme Assessment Board (PAB) to complete deferred assessment/reassessment or to meet any shortfall in clinical hours necessary for progression to the next stage will be processed automatically following the meeting where the decision was made.

2. Procedures for requesting a break in study

- 2.1 Before making the decision to take a break in study, it is important to consider the options. In the first instance, students should consult a staff member at Metanoia Institute with whom they feel comfortable enough to discuss this. Staff can offer advice on the process, dates of your break as well as the academic consequences of taking a break. This will normally be the primary tutor or Head of Programme.

Request approved

- 2.2 You are required to formally notify the Institute of your intention by completing a **Break in Study form** available from [My Registry](#) and to arrange payment of the relevant fee, if there is one, at that point (please check your course handbook for details of payable fee, if any).
 - 2.2.1 On receipt of your formal request, the Academic Registrar or nominee will determine if the break can be granted in consultation with the Programme Team and the Finance Department, and if so for how long and whether any conditions must be met before returning to study.
 - 2.2.2 Additionally, Registry will:
 - a) confirm your interruption in writing after fee payment has been verified, detailing your expected return date and where appropriate any conditions you must meet to resume study;
 - b) prepare your record for registration as Break in Study, EWT/EWLT;
 - c) notify Student Finance England, or relevant funding body about suspension of your Student Loan payments (if you have a student loan) until your resume study.

Request declined

- 2.3 The Head of Programme will explain the reasons and will discuss with you options available to you and/or the implications of withdrawing from the course, or
 - 2.3.1 The Finance Department will explain the reasons and will discuss options available to you or they may signpost you to additional sources of information about the financial implications of withdrawing from the course.
 - 2.3.2 If your request is unsuccessful and/or you disagree with the reasons provided or the date and/or conditions for resuming study, please refer to the [Student Complaints Policy](#) to seek resolution.
 - 2.3.3 See [appendix 1](#) for a flowchart of this process.

Fees and Funding

- 2.4 The relevant Break in Study fee is payable on submission of the **Break of Study form**. Details of the applicable fee can be found in the schedule of fees published in [My Registry](#).
 - 2.4.1 If you are taking a break in studies part-way through an academic year, you will be expected to pay all associated fees as stated under your contract, including the relevant Break in Study Fee.
 - 2.4.2 The Institute is required to report any changes to your course and/or attendance to Student Finance England or other relevant funding body. If you are in receipt of public funding, payments

will stop from the date your break in study is formally authorised. This will normally result in your funding being suspended, your entitlement for the year being re-calculated and Student Finance England or other body contacting you about any overpayment.

- 2.4.3 Taking a break in study can affect your future entitlement to funding, it is therefore important to understand the implications of a break in study on your financial situation. You are very strongly advised to speak to your funding body/sponsor about your personal circumstances before proceeding with a break in study.

Important note: Home and EU undergraduate students and postgraduate students accessing a Loan are advised to contact Student Finance England, or relevant funding body, to discuss their future entitlement to tuition fee and maintenance loans when returning from a break in study.

3 Procedures for returning from a break in study

- 3.1 Registry will contact you in late March/early April preceding your expected date of return (this may be slightly later if you have taken a break in studies part-way through the academic year). At this point you will be prompted to arrange a return to study interview with your Head of Programme or nominee to confirm you are fully able to resume your studies and re-engage with teaching and learning. The interview should be completed by the end of May preceding your expected return.
- 3.2 If your interview has been successful and you have approval from your Head of Programme or nominee to resume study, you are still required to formally notify the Institute of your intention by completing a **Break in Study form** available from [My Registry](#). Registry will verify clearance to proceed with your Head of Programme and the Finance Department before continuing.
- 3.2.1 Unless you have interrupted your studies, on/around the first Monday in August Registry will invite you to register for EWT/EWLT.
- 3.2.2 If you are registered on a validated programme, we will notify the relevant partner institution that you have resumed study **after** your tutor has confirmed that you have attended scheduled training.
- 3.3 See [appendix 2](#) for a flowchart of this process.

Fees and Funding

- 3.4 Subject to your request having been authorised, Registry will invoice you for the academic year when you intend to resume your studies by the first Monday in August preceding your return.
- 3.4.1 Metanoia Institute can offer no guarantees regarding the cost of tuition when you resume studies, which may be increased at the Institute's discretion. However, the Institute endeavors to maintain any increase in fees to the current rate of inflation. If there are any increases to fees in the following academic year after your break in study, the difference will become applicable and payable as stated in your contract.
- 3.4.2 If you took a break part-way through the academic year, when you resume studies in the new academic year we may calculate the tuition fee for that year based on the amount outstanding, if the Fees and Waivers Group upheld a request under mitigating circumstances.
- 3.4.3 In normal circumstances, when you resume studies after a break you can expect to maintain your eligibility for bursaries funded by the Institute, providing your course and other circumstances have not changed. You will not normally be asked to repay any Institute funded bursaries already paid in the academic year that you took a break in study. If you receive a bursary from an external body such as the Department for Education or NHS England, you may be asked to pay back some or all of your funding. To discuss bursary repayment and future eligibility, please contact finance@metanoia.ac.uk.
- 3.5 Your registration will be confirmed when you have completed Online Registration and arranged

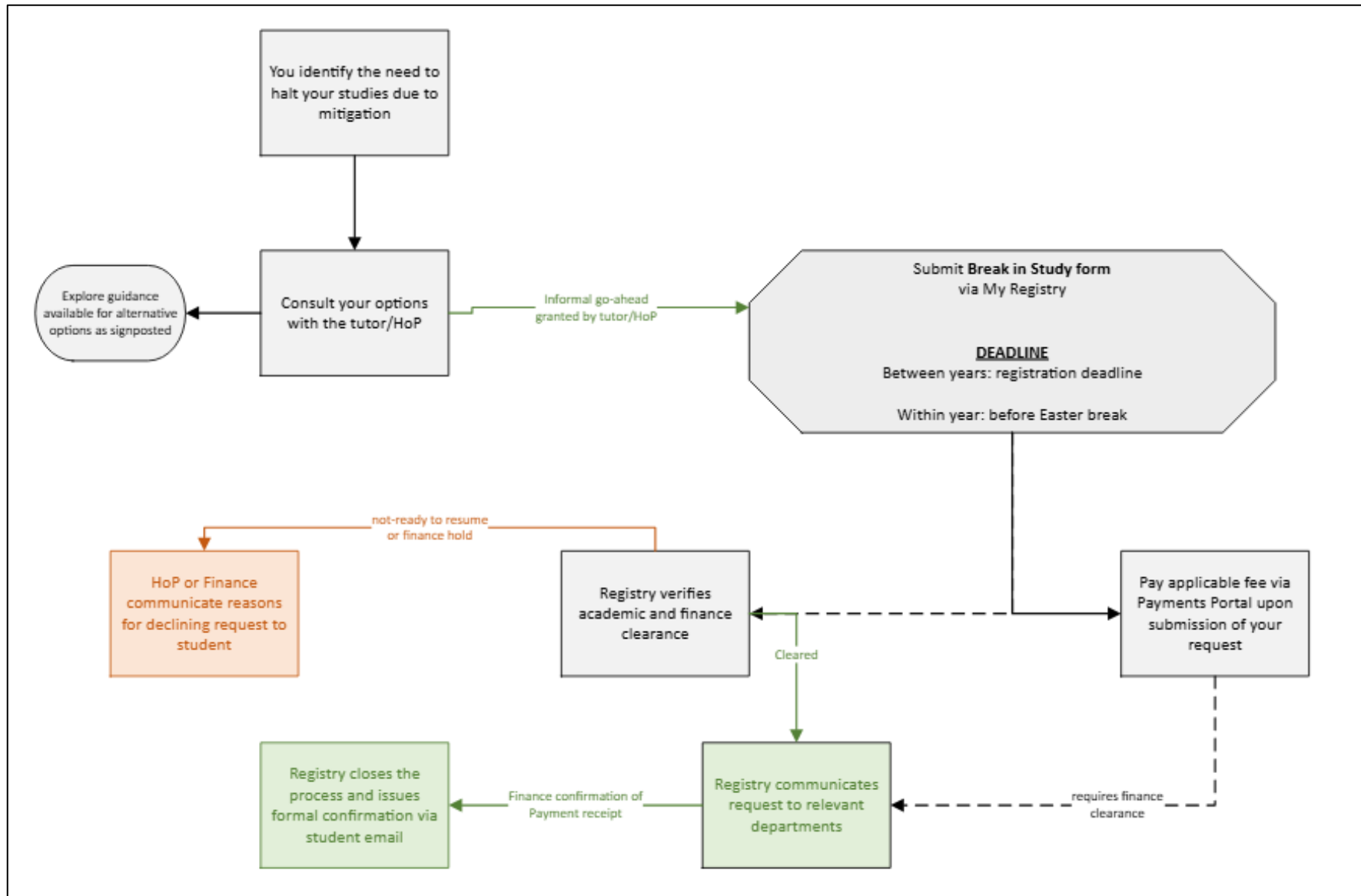
payment of the course fees, as stated in [How to Pay your Fees](#).

- 3.5.1 If you have an undergraduate student loan, Registry will confirm your registration to Student Finance after we have completed your registration and verified receipt of your Tuition Loan approval letter.
- 3.5.2 If you have a Postgraduate Master's loan in place, Registry will confirm your resumption to Student Finance **after** you resume studies and your tutor has confirmed that you have attended scheduled training.

Resumption

- 3.6 Before you resume studies, you may be asked to undertake additional return to study checks. Normally, these would have been indicated on the written confirmation notification issued by Registry and may take one of the following forms:
 - a) Student Support and Disability meeting
 - b) Fitness to Study/Practise meeting
 - c) Occupational Health check
- 3.7 You will be withdrawn from the course and issued any exit award you may be eligible for if any of the following apply:
 - a) you are not able to return to study or do not engage with our communications, or
 - b) you do not re-enrol in the course, or
 - c) you do not resume attendance in scheduled training and have not filed successfully for an interruption of study.
- 3.8 After withdrawal from the course and subject to not having exhausted the regulations for maximum length of registration, you can apply via Admissions when you are able to re-engage in your studies. In exceptional circumstances, you may return to study within 2 years of withdrawal or transfer from the course with written permission from your Head of Programme.

APPENDIX 1 – Flowchart for requesting a Break in Study



APPENDIX 2 – Flowchart for Return to Study

