

Interruption of registration



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

For office use:

Database	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Confirmation	<input type="checkbox"/>	LEA	<input type="checkbox"/>

STUDENT SERVICES CENTRE

Interruption of registration

For Undergraduates, Master's and Diploma students only

Please read the notes on the reverse before completing this form.

Section A: Student Details

Surname	First name(s)
<input type="text"/>	<input type="text"/>
Student number (e.g. 200312345)	Phone number
<input type="text"/>	<input type="text"/>
LSE email address	Alternative email address
<input type="text"/>	<input type="text"/>
Programme of study (e.g. BSc in Economics)	
<input type="text"/>	

Please state your reason for interrupting (please continue on a separate sheet if necessary)

Dates of interruption

Please circle the **term** and indicate the **academic year** (e.g. 2011/12) in which the interruption is to commence:

<input type="checkbox"/> Michaelmas	<input type="checkbox"/> Lent	<input type="checkbox"/> Summer	Academic year	<input type="text" value="201_/_"/>
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If you wish to apply for repeat teaching, you will need to contact the Student Progress Panel on UG-Spp@lse.ac.uk (if you are an undergraduate student) or PG-Spp@lse.ac.uk (if you are a taught graduate student).

Student's signature	Date
<input type="text"/>	<input type="text"/>

Section B: Approvals

Supervisor's (graduate) or Academic Adviser's (undergraduate) name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Programme Director's (graduate) or Departmental Tutor's (undergraduate) name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section C: For completion by holders of a student visa

Visa Information

- If you have a student visa, you will not be able to remain in the UK as an LSE student while interrupting your studies.
- It is important that you get the correct advice about your immigration status before you decide to interrupt and before returning this form to the Student Services Centre for processing. You can get advice from the International Student Immigration Service website, <http://www2.lse.ac.uk/ISIS> or the Students' Union Advice Centre.
- Please note that, as required by law, the LSE will provide details of your student status to the UK Border Agency if requested. By signing this form you are agreeing that the School can share your permanent address with the UK Border Agency to enable communication about your student visa. You are also agreeing to provide your travel plans for leaving the UK to the Registry so that these can be submitted to the UK Border Agency.

Please provide information on your plans to leave the UK in the space below, for example flight details and date of departure. Alternatively, if you are going to be sponsored by another Higher Education Institution and will be remaining in the UK, please provide details of your new sponsor.

Notes

Please refer to the following web page for full details on the interruption process:

<http://www2.lse.ac.uk/intranet/students/studentServicesCentre/Registration/Changes/interruption.aspx>

- Please attach any relevant evidence (such as medical certificates) to support your request.
- If you wish to apply for repeat teaching, you will need to contact the Student Progress Panel on UG-Spp@lse.ac.uk (if you are an undergraduate student) or PG-Spp@lse.ac.uk (if you are a taught graduate student).
- You should note that the courses on offer within your programme may change during your period of interruption.
- As part of your application submission, you might be contacted by a member of staff to confirm and discuss your decision. You will be informed of the outcome of your request via your LSE email address within 3-5 working days.

Fees and Financial Support information

- You are not required to pay fees during an approved interruption period i.e. if you interrupt your studies from the Lent or the Summer term, you will only be charged fees for the term(s) you have completed.
- You will be charged the level of fees effective at the time you recommence your studies.
- Once you have interrupted your studies, you will not be eligible to apply for financial support from the School. If your reason for interrupting your studies is financial difficulty, you may wish to contact the [Financial Support Office](#) **prior to interrupting** to see if you are eligible for financial support to enable you to continue your studies.
- Once you have interrupted your studies and re-registered in a subsequent academic session, you will not be eligible to apply or re-apply for pre-entry financial support schemes, such as the Graduate Support Scheme, the Undergraduate Support Scheme or other awards and scholarships.
- If you are an LSE or external scholarship holder, you should check the terms of your award before requesting a formal interruption of studies since there may be implications for your scholarship. If you have been given funds by LSE for maintenance, you will be liable to repay these on a pro-rata basis.

Please return this form to: Registry, Student Services Centre, LSE, Houghton Street, London WC2A 2AE