What happens to the modules I have registered for next year?
As a consequence of taking approved temporary withdrawal, your current and future programme of study will be erased. Please contact your Academic Adviser or Student Support Coordinator before you resume your studies to register a new programme of study. You can either do this via your PIP in advance of the module addition deadline (Week 10 of the semester prior to the start of the module) or alternatively you can submit an M100 form by the end of Week 0.

Will taking approved temporary withdrawal impact upon my course of study?
Periods of temporary withdrawal will count towards the maximum time limit permitted to complete your course. Please see the UMP regulations for further details of time restrictions for your award.

Will I be liable for tuition fees?
Please be aware that if you have made your request for approved temporary withdrawal after the end of week four of your academic year, you may be liable for a percentage of the years’ fees. If you have any enquiries about this please contact the Fees Team in the Student Finance Office on 01865 483088 or email financefees@brookes.ac.uk. If your fees are being paid with a tuition fee loan from the Student Loans Company we recommend you talk to the Fees Team about how this might be affected.

Will the Student Loans Company be informed of my temporary withdrawal?
If you are receiving Student Support via the Student Loans Company, they may be informed of your official leave of absence although you should contact them yourself in order to clarify your support status. You must also contact them if you have received a loan for the current semester that is about to be cancelled to make arrangements for repayment, to comply with Student Loans Company Regulations. If you do not do so, you may be short of funds when you return to your study.

What do I do about my Oxford Brookes Bursary?
If you were in receipt of an Oxford Brookes Bursary you need to contact the Student Finance Office to discuss your bursary account. The Student Finance Office can be contacted on 01865 483375 or via email at financefees@brookes.ac.uk

What if I’m in receipt of NHS Funding?
Please contact your Subject Coordinator in your Faculty for advice regarding the impact of taking approved temporary withdrawal on your NHS funding. If you are receiving NHS bursaries, please contact the NHS Bursary Support Officer at hls-nhs-finance@brookes.ac.uk

What effect will taking time out have on my Council Tax eligibility?
Please note that you are likely to be liable for Council tax whilst you are on approved temporary withdrawal. Oxford City Council does not consider students on temporary withdrawal to be exempt from Council Tax. Please check with your local Council if you are unsure of your eligibility.
What do I do if I want to change my mode of study on return?
If you are going to change your mode of study on your return to the University, this may have an impact on the fees that you will pay and your funding from the Student Loans Company. If you require advice about your fees or funding you should contact the Student Finance Office (financefees@brookes.ac.uk) or the Brookes Union Advice Service (suadvice@brookes.ac.uk).

Please complete an M37 form and submit this to studentrecords@brookes.ac.uk to request a change to your mode of study.

International Students
If you are studying on a Tier 4 visa, your period of approved temporary withdrawal will be reported to the UKVI in line with the University’s responsibility as a sponsor of Tier 4 students. This report will result in your visa being cancelled. When you wish to return to complete your course you will need to request a new CAS and make a new visa application. Please check the ISAT pages on the Oxford Brookes website for details of how to request your CAS.

During a period of approved temporary withdrawal you are no longer a student of the University and you should not remain in the UK. Please send details of your flight leaving the UK to isat@brookes.ac.uk so that the UKVI can be informed of your departure.

If you need advice on your immigration status or applying for a new visa please contact isat@brookes.ac.uk. You are advised to keep this information for future reference as it may be required by a British Consulate/Embassy/High Commission for visa purposes and by the Immigration Officer at your point of entry to the UK when returning to complete your course.

Computer/Email Access - what do I have access to while I'm on temporary withdrawal?
Please note that whilst you are on approved temporary withdrawal you are technically not a student of the University. You will have access to use the Library however, you will be unable to borrow books and your on-site access to the computing facilities of the University will be suspended. You will still have access to your PIP/email account off site.

When/how can I re-enrol?
Prior to your return you will also receive an email from the Student Central Advice Team advising when online enrolment is available for you to re-enrol via your PIP page. If you have any problems re-enrolling please contact the Student Central Advice Team (email: studentcentral@brookes.ac.uk).

I need to extend my period of approved temporary withdrawal – is this possible?
If you need to extend this period of approved temporary withdrawal, please contact programmesupport@brookes.ac.uk before your expected date of return to request this. Please note, one year of temporary withdrawal is normally the maximum allowed, however additional time out may be considered with approval from your subject coordinator.

I want to come back earlier than planned – who do I inform?
If you would like to come back earlier than planned, please email studentrecords@brookes.ac.uk to advise the date you intend to resume your studies.

Accommodation
It's important that you give consideration to where you will live when you return to your studies. The Accommodation Bureau will consider you a Continuing Student when you return. Halls and Shared Housing accommodation in Brookes-managed properties are available to book directly within your StarRez account from early February. The Accommodation Bureau contact all eligible continuing students when bookings open, using their Brookes email address, so look out for this. These book very quickly. If you are planning on returning for the start of the next academic year, it’s best not to leave it until the summer before you arrive to look for somewhere to live. If you do, it’s likely that the Accommodation Bureau won’t be able to help you find somewhere to live. If you have any questions you can contact the Accommodation team on accomm@brookes.ac.uk or call 01865 484660.