# Restart application form for the same programme – 2021/22 All Students

## Privacy Policy

For full details of the University of Northampton’s Privacy Policy please go to <https://www.northampton.ac.uk/about-us/privacy-policy/>

## Information collected

The personal information you have provided is to enable us to process your request accordingly. The information will be stored electronically on the Student Record system.

The information you have provided will be kept for as long as it is necessary to fulfil that purpose and then disposed of in a confidential manner. This period will not exceed the time required for processing the form and allowing for any additional correspondence.

Information provided may be shared internally with relevant staff within the Institution. This includes/may include academic colleagues within your subject(s) area and Student and Academic Services. Such sharing will be compliant with both the General Data Protection Regulation and the Data Protection Act 2018.

Information provided may also be shared with relevant external organisations and service providers. This may include: Student Finance England; Professional Funding Bodies; Partnership Providers or any other third party where we are required to comply with legal obligation. Such sharing will be compliant with both the General Data Protection Regulation and the Data Protection Act 2018.

Supplying this information means that you are entering into an agreement with the University and as such you agree to the University holding and using it for the purposes for which it was provided.

## Please read the [Student Restart Guidance](https://mynorthamptonac.sharepoint.com/sites/student/Pages/guidance-documents.aspx) and the [Financial Guidance Information](https://mynorthamptonac.sharepoint.com/sites/student/Downloads/repeating-restarting-extending-study-20-21.pdf) before completing this form.

## If you have any questions about this application form, then please contact

## [academicadvisers@northampton.ac.uk](mailto:academicadvisers@northampton.ac.uk)

# Restart for the same programme application form – 2021/22

|  |
| --- |
| PLEASE COMPLETE ALL SECTIONS OF THE FORM |

## Section 1: Student Details

|  |  |
| --- | --- |
| Name: | Student ID: |
| Telephone: | Email Address: |
| Last date of attendance/proposed last date: | |

## Section 2: Programme Details

|  |  |
| --- | --- |
| Restart Date: | Study Mode:  Full Time  Part Time |
| Level:  Foundation  (UG) 4  (UG) 5  (UG) 6  (PG) 7 | |
| Proposed Module Codes: | |
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

Award Maps: <https://www.northampton.ac.uk/about-us/governance-and-management/management/quality-and-standards/award-maps/>

## Section 3: Reason for Restart Request

|  |  |
| --- | --- |
| Please detail the reason that you wish to restart your programme: | |
| I am making this request due to the impact of COVID-19:  Yes  No | |
| I have attached evidence to support my restart:  Yes  No | |
| List of evidence attached: | |
| 1. | 2. |
| 3. | 4. |

## Section 4: Support from ISSS (For Student Route/Tier 4 students only)

|  |
| --- |
| ISSS Staff Name:  Signature:  Date: |

## Section 5: Programme Leader Approval

|  |  |  |
| --- | --- | --- |
| For Joint Honours, signatures are required for both subjects | | |
| Name: | Signature | Date: |
| Name: | Signature | Date: |
| Any special requirements to be met before restarting on the programme: | | |

## Section 6: Student Declaration

|  |
| --- |
| I confirm that I have read and understood the Student Restart Guidance Document.  I confirm that I have read and understood the Financial Guidance Document and the impact that a Study Break will have upon my student status.  I confirm I have consulted the Financial Guidance team regarding my request to take a Study Break.  I understand and accept the implications of this request. I also understand that final approval will be subject to approval from an Academic Adviser, Student Record checks, entry qualifications and available space on the programme. I understand that I will receive formal notification of the outcome of my application by email. |
| Signature:  Date: |

## Please complete ALL information and email the form to: [academicadvisers@northampton.ac.uk](mailto:academicadvisers@northampton.ac.uk)

## Office Use

|  |
| --- |
| Academic Adviser Decision:  Approved  Not Approved |
| Reason for decision: |
| Academic Advisers Staff Name:  Signature:  Date: |
| Admissions Decision:  Approved  Not Approved |
| Reason for decision: |
| Admissions Staff Name:  Signature:  Date: |

|  |
| --- |
| Checked by Academic Advisers  Submitted within deadline  ISSS approval for Student Route/Tier 4 students  Log updated  Form to Admissions  Level 4 restarts only  Entry requirements met (Level 4, D/Entrants)  Admissions to send OH/DBS  No previous Restart granted  QLS amended  Internal notification  SFE/Bursary notification  Set student year  Significance  Doc Tracking code |