

# ARE YOU THINKING OF ...

## Student Support & Advice

Leaving?, Interrupting?

Changing to Part Time or Full Time? Changing your course?

If you are then this guide can give you detailed information about student funding, tuition fees, housing, tenancy agreements, procedures, University regulations, debt, Council Tax, welfare benefits and immigration that can all be affected.

To book an appointment with the Advice Service please email:

[studentsupport@lincoln.ac.uk](mailto:studentsupport@lincoln.ac.uk)

UG - HOME

## **ALL STUDENTS MUST READ THIS SECTION**

### **Declaration**

**The Advice Service cannot be held responsible if the information here is incorrect. The Advice Service makes every effort to ensure information on these pages is accurate and up to date; however policies, procedures and regulations are subject to change and therefore the Advice Service cannot accept responsibility for any loss, damage or inconvenience suffered as a result of using our pages. This information was checked on 2nd September 2024.**

**The Advice Service offers confidential specialist advice to help you make the right decision for you. We can explain how rules and regulations will affect you personally. Please remember that everyone is different, and rules and regulations will affect you differently depending on your circumstances.**

**To book a confidential telephone appointment with a professional advice worker please email [studentsupport@lincoln.ac.uk](mailto:studentsupport@lincoln.ac.uk) or telephone Student Support on **01522 837080**.**

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## **SECTION 1: Thinking of Leaving?**

If you are thinking about leaving University altogether (withdrawing), or taking a break (interrupting), it is important to be aware of your rights and responsibilities. It's not unusual to think about leaving University and you are not alone.

Reasons why students think about leaving University can include:

- Feeling homesick
- Choosing the wrong course
- Struggling to balance working and studying
- Struggling to make friends
- Unforeseen problems e.g. health or family problems
- Money worries

Leaving may feel like the only thing to do, but whatever your reasons it is a good idea to consider all the options. You can get help and information from the Advice Service, your Personal Academic Tutor and the Careers Service about the different options available to you.

**Personal Tutor** – Can help you if you are struggling with your course or something is affecting your ability to study. They can discuss the academic implications of a break from your studies. If you want to return to your course in future, then you will need to talk to your tutor about this before you leave.

**Careers and Employability** - Leaving your programme of study at the University could affect your future plans and career choices. Careers and Employability are here to support you to make a well informed decision. If you are considering leaving your programme of study or the University, we recommend you visit Careers & Employability who can help you to understand the career implications of your decision and help you to identify the right path to your employment goals. The Careers Centre is situated on the ground floor of the main University Library. To access support please use the [online booking tool](#), email: [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk) or call: **01522 837 828**

## **SECTION 2: Working through your problems**

If you are having a problem which is affecting your study you can talk to:

- The Advice Service
- Your personal tutor

- Other support services, for example the Wellbeing Centre or the University's Multi-faith Chaplaincy.

You may come to the conclusion that you can carry on with your studies. However, if your work has been affected, please remember that you may need **evidence** of the problem, e.g. a medical certificate, to support a claim for Mitigating Circumstances (at the University) or Compelling Personal Reasons (from Student Finance England).

**Please see Section 12 for further information on Mitigating Circumstances and section 13 on Compelling Personal Reasons.**

## **SECTION 3: Changing Courses**

You can apply to transfer from one programme of studies to a different programme of studies.

You can apply for a course transfer within the University using the transfer form available through OneUni.

If you are thinking of changing course within the University, you will need the permission of the programme leaders and so it is a good idea to discuss the transfer in advance with your Personal Tutor and other academic staff. You will also need to think about how your new course will be funded. The Advice Service can provide advice on all areas of student funding. Please see page 2 for how to contact and make an appointment with us.

The following information is taken from the University of Lincoln General Regulations 2024/25. <http://secretariat.blogs.lincoln.ac.uk/university-regulations/>

Regulations do change from time to time, and it is important that you check the most up to date version of the University of Lincoln's regulations before you make any final decisions.

### **Part F – Change of Studies**

#### **1 Change of Studies**

- 1.1 A change of studies occurs when a student transfers their registration from one programme to a different programme.
- 1.2 A student may only change their studies with the agreement, given on academic grounds, of the relevant Programme Leaders and where the timing of such a change is not prejudicial to the academic progress of the student.
- 1.3 No student may change from one programme to another unless it is clear that they have adequate opportunity to complete all the assessments on the new programme in the teaching session assigned to the current cohort of students on that programme Level.
- 1.4 A change of studies may only take place where the transfer is explicitly approved by the importing Programme Leader, evidenced by the relevant signature on the student transfer form. In the case of a joint programme, authorisation from both importing Programme Leaders is required.
- 1.5 In allowing a student to change their studies, the University will not give an undertaking that the student will be entitled to support from any financial sponsor to pursue the new programme.

If you decide that another course at Lincoln or a different university would suit you better, we recommend discussing this with Careers and Employability. They can help you to consider your options and explore how the new course fits into your future plans. This will help you to decide whether the new course/university is right for you.

The Careers Centre is situated on the ground floor of the main University Library. To access support please use the [online booking tool](#), email: [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk) or call: **01522 837 828**.

If the university you want to move to is part of the 'Midlands Credit Compass', you will be given one to one support with your application by that university. Further information can be found in the following link: [Midlands Credit Compass - MEU](#)

Changing universities has implications for your student funding and your accommodation contracts. **Please see Sections 7 and 9 for more information.** If you are thinking of changing universities and would like to talk to someone in confidence please see the Declaration on page 2 for how to access information or to make an appointment with the Advice Service.

## **SECTION 4: Studying Part-Time**

A change from full-time to part-time study is called a change in mode of study.

Student funding for part-time students is different to full-time funding.

The amount of maintenance loan you will get depends on where you live, your household income and your intensity of study. Your tuition fee loan will be worked out using a full year tuition fee eligibility and then pro-rated on your intensity of study. For example, if you are doing a 3 year course over 6 years, you are studying at 50% intensity.

Part-time students can apply for welfare benefits such as Universal Credit, but some of your maintenance loan will be taken into account as income when calculating entitlement.

**Please note that part-time students are not exempt from paying council tax. You can apply to your local authority for council tax support if you are on a low income.**

If you would like to talk to someone in confidence please see Page 2 for how to contact and make an appointment with the Advice Service.

## **SECTION 5: Taking a break- Interrupting Studies**

If you have to leave university right now, but you know that you want to continue with your course at a later date, you can interrupt (take a break from) your studies. The University Regulations say the usual period of interruption is one academic year and you can take up to two years. Further periods of interruption may be allowed, at the discretion of the University. Interrupting your studies will affect your student funding and may affect your accommodation contract. **Please see Section 7 and Section 9 for more information.**

The Advice Service can help you explore your options regarding university regulations, what will happen with your student loans (or grants) and what your rights and responsibilities are regarding your accommodation. You will need the agreement of your academic staff on the period of interruption, the best time for you to return, and to discuss the academic implications of the break.

You can apply to interrupt your studies using the interruption request form available through OneUni.

### **Some things to consider when interrupting:**

Interrupted students are still classed as full-time students by the welfare benefits system. This means that unless you already have an underlying entitlement to benefits, (e.g, you are a single parent, or you get a disability benefit such as Personal Independence Payment or Disability Living Allowance and are assessed by the DWP as having Limited Capability for Work), you **will not** be able to claim welfare benefits during your period of interruption.

Your student loan for the year in which you interrupt will be recalculated from your last date of attendance, **not** the date you formally interrupted your studies. This may mean that some tuition fee loan already paid to the University on your behalf will be refunded to Student Finance England. You may also find that you have an overpayment of maintenance loan depending on your last date of attendance.

**Please note: if you live in Wales, Northern Ireland, or Scotland and in some cases if you are funded by the NHS the rules are slightly different. For more information about this please speak to the Advice Service.**

Because you are still classed as a full time student for council tax purposes while you are interrupted you will not usually have to pay council tax.

Please remember that you need to re-apply to Student Finance England (or your other UK funding authority) for tuition fees for the academic year in which you will be returning.

There are restrictions to the amount of student funding that eligible students can get from the Student Loans Company: **for more information, please see Section 7.**

If you are also funded by the NHS (Pre-reg Nursing, Midwifery, Occupational Health, Paramedics, Physiotherapy, Speech and Language Therapy), the NHS will recalculate your bursary entitlement based on your last date of attendance/engagement. Any overpayment will need to be repaid.

If you have missed deadlines to hand in work at the point when you interrupt, you may not be able to repeat that work when you return unless you make a successful claim for mitigating circumstances. **More information about mitigating circumstances can be found in Section 12.**

The following information is taken from the University of Lincoln General Regulations 2024/25. <http://secretariat.blogs.lincoln.ac.uk/university-regulations/>

Regulations do change from time to time, and it is important that you check the most up to date version of the University of Lincoln's regulations before you make any final decisions.

## **Part E – Interruption of Studies**

### **1 General**

- 1.1 A student may apply to the University to interrupt their studies for a specific period of time.
- 1.2 Students must apply for a period of interruption via the online system, providing their reason(s) for requesting an interruption and providing evidence as appropriate.
- 1.3 Tuition fees for students interrupting or withdrawing from their programme will be charged a proportion or all of their tuition fees. Detailed information on fee liability for all programmes can be found Part A.4.E of these Regulations.
- 1.4 A student will normally be expected to return to their programme in the following academic year at the point in the teaching or assessment calendar equivalent to when study was previously interrupted. Where students interrupt at the semester break this may be relatively straightforward but where an interruption has been at another point this will require monitoring by the Programme Team. Academic judgement may be used when deciding upon the relevant point of return to study.
- 1.5 A student returning after an interruption of studies will enrol on modules not previously assessed, or where reassessment has been agreed by the Board of Examiners. Any assessments already completed will be carried forward.
- 1.6 The University cannot guarantee that changes to a programme will not be made during a student's period of interruption. Where changes have occurred the Board of Examiners, in consultation with relevant departments such as Student Administration and Student Services, will make appropriate arrangements to enable the student to complete the programme.
- 1.7 During a period of interruption of studies the student and the University remain bound by the University's Regulations, Policies and Procedures.
- 1.8 Where a student has formally interrupted their studies, the period of interruption of study will not normally be included for the purposes of calculating their maximum period of registration. The normal maximum for a period of interruption of studies is 2 years, but this may be subject to more restrictive requirements of professional bodies and as agreed at validation.



1.9 A School Fitness to Practise Panel has the power to suspend a student from their studies for a specified time or until the occurrence of a specified event. Such suspension has the effect of a mandatory interruption of studies.

1.10 For the majority of programmes, students may not interrupt studies for their current academic year after week 32. All variations to this rule are set out in subsequent Sections of these Regulations. Students unable to complete assessments due to unforeseen circumstances during the subsequent examination and resit examination periods should submit a claim to the University Mitigating Circumstances Panel.

1.11 Students wishing to complete their current year but interrupt studies for their following academic year may do so at the end of the examination periods – from week 51 for the majority of programmes.

## **SECTION 6: Withdrawing from University**

Some people decide that being at university is not the right choice for them at this time and that they should leave the course permanently. If this applies to you, it is a good idea to speak to Careers and Employability before you leave. They can help you to decide what to do next and what you can do with the skills, abilities and qualifications that you already have.

They will also be able to signpost you to useful external organisations such as the [National Careers Service](#).

The Careers Centre is situated on the ground floor of the main University Library. To access support please use the [online booking tool](#), email: [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk) or call: **01522 837 828**.

If you decide to go to a new university, you will need to approach the university to see if you can be offered a place.

You can apply to withdraw from your course at the University of Lincoln using the withdrawal request form available on OneUni.

Withdrawing from your studies will affect your student funding and may affect your accommodation contract. **Please see Section 7 and Section 9 for more information.**

If you are near the end of a year, it is worth remembering that the University's undergraduate courses all have exit awards at the end of each year. If you have successfully passed Year One, you can get a Certificate in Higher Education. If you have successfully passed Year Two, you can get a Diploma in Higher Education. These are valuable qualifications in their own right: you are not leaving the University with nothing to show for it.

Even if you have not managed to pass the year, you will have gained valuable experience of higher education and different study methods.

If you think you might want to withdraw from university, speak to the Advice Service. Please see page 2 for details on how to contact us.

## **SECTION 7: Student Funding - Undergraduate**

The Student Finance England main formula for how long you can receive tuition fees and loans is as follows:

**The duration of your course, plus one year, minus any previous study**

So, a student starting a new 3 year course who has never studied at higher education level before would be allowed 4 years' funding to complete the course.

If you enrol on a course, **even for less than one day**, this will be counted by SFE as one year's previous study, even if you withdraw from the course immediately and even though you never received any funding.

**Please note: if you live in Wales, Northern Ireland, or Scotland and in some cases if you are funded by the NHS the rules are slightly different. For more information about this please contact the Advice Service.**

If you have **compelling personal reasons** for needing to repeat a year, you can apply to Student Finance England for additional funding on this basis. **For more information, please see Section 13.**

The Advice Service can talk to you in confidence about any of the following issues which affect funding:

If **you have not yet enrolled** and you are uncertain about what to do we can help.

**If you've been overpaid as a result of interrupting your studies.** SFE will contact you about repaying any student loans and/or grants you have received that you were not entitled to because you are no longer actively studying. SFE will use your last date of engagement to make these calculations, **NOT** the date you actually formally interrupt. These payments may be requested immediately. If you are not in a position to make these payments please talk to us.

**If you are interrupting your studies due to illness:** you may still get full student finance for up to 60 days of your illness. This period can be extended if you can show that you would be in financial hardship if the funding stopped.

**If you permanently withdraw from your course during the academic year.** SFE will reassess the amount of student finance you are entitled to for the year. They do this based on your last date of engagement, **NOT** the date you formally withdrew from your course. Once you withdraw, you should not get any more student finance and you may have been overpaid for the term in which you withdraw. SFE may contact you about loans/grants that you received which were overpaid. These payments may be requested immediately.

If you need advice about repaying an overpayment of student funding, please contact the Advice Service or your local Citizens Advice office.

<https://www.citizensadvice.org.uk/about-us/contact-us>

**If you interrupt or withdraw from your course part of the way through a term.** You are still liable for the fee for that term and will still be eligible for a loan. A tuition fee loan is not payable for any term after your last date of attendance. If such a tuition fee loan instalment has already been paid, the University will refund this payment to the Student Loans Company.

**Please remember that you need to re-apply each academic year to Student Finance England for both your tuition fee loan and your maintenance loan.**

If you do not apply for funding or you are not eligible because of the previous study rules you will have to pay the tuition fee to the University yourself. **If you owe fees when you have finished the course you will not be able to graduate until the fees are paid.**

Please check the previous study rules at the beginning of Section 7 and contact the Advice Service if you need more help. Details on how to contact us are located on Page 2.

## **SECTION 8: University Fees**

The following information is taken from the University of Lincoln General Regulations 2024/25. <http://secretariat.blogs.lincoln.ac.uk/university-regulations/>

Regulations will change from time to time, and it is important that you check the most up-to-date version.

### **A.4.E Students Interrupting or Withdrawing from a Programme**

4.E.1 Terms are defined by the Student Loans Company as the breaks of holiday, i.e., Term 1 starts at the same time as Semester 1 in autumn, Term 2 starts at the same time as Semester 2 after Christmas, and Term 3 starts after the Easter holiday.

4.E.2 Students interrupting or withdrawing from their programme will be charged a proportion of their tuition fee as set out below. Effective start date is the formal date on which the student completes the relevant enrolment process for a programme or the first day of the term, whichever is the later date.

<b>Term</b>	<b>% Of Tuition Fees Charged</b>
<b>Undergraduate Programmes, MArch, Postgraduate Health and Social Care Programmes (Regulated Fees)</b>	
0-2 teaching weeks following effective start date	0%
Term 1	25%
Term 2	50%
Term 3	100%
<b>Time Following Effective Start Date</b>	<b>% Of Tuition Fees Charged</b>
<b>Work-Based Distance Learning Undergraduate Programmes</b>	
0-2 weeks following effective start date	0%
3-15 weeks following effective start date	25%
16-30 weeks following effective start date	50%
31 weeks onwards following effective start date	100%
<b>Postgraduate Programmes (Withdrawal Only)</b>	
0-4 weeks following effective start date	0%
5-10 weeks following effective start date	25%
11 weeks onwards following effective start date	100%
<b>Online Programmes delivered in partnership with Higher Ed Partners</b>	
0-2 weeks following effective module start date	0% of current module
2 weeks onwards following effective module start date	100% for the current and any previously studied modules
<b>Short Courses and Microcredentials</b>	
Any	100%

4.E.3 The University will retain the CAS deposit amount for any new student visa holder who would fall with a category of being charged 0% of tuition fees. All other fees will be refundable.

4.E.4 Students who have their enrolment terminated by the University, or who have their visa sponsorship withdrawn by the University due to being in breach of their visa requirements, will remain liable for the payment of tuition fees for that academic year up to the date of withdrawal from the University. The withdrawal date will either be the date at which the student's right of appeal lapses or, if the student lodges an appeal, the date of the Completion of Procedures letter.

4.E.5 A student on an unregulated fees programme interrupting their studies will remain liable for their full tuition fee for the interrupted academic year.

4.E.6 A student on a regulated fees programme interrupting their studies will be charged in the academic year that studies are resumed.

4.E.7 Fees will be adjusted to reflect those already charged during the interrupted academic year.

4.E.8 A student who resumes studies in a later academic year at an earlier point than the original interruption and/or resumes on a greater number of credits will incur an additional charge.

4.E.9 Bachelor of Architecture, Master of Architecture, and undergraduate students, except in the case of short courses, interrupting studies will be liable for tuition fees calculated on a term basis for the academic year in which they have interrupted their studies.

4.E.10 If the fees have been paid in full the credit will be carried over to the academic year in which the student resumes their studies and completes their year.

4.E.11 If a payment plan has been agreed this will normally be suspended during a period of interruption and resume once studies recommence. Upon resumption, tuition fee liability for the academic year in which studies are resumed will be calculated on a termly basis.

4.E.12 The overriding principle is that the student will pay for one complete period of study (for full time students this would be one academic session) although this may be spread over two academic years, provided that the student resumes studies in the same term as the initial interruption. Where a student resumes studies in an earlier term than the initial interruption, an additional charge will be payable for the subsequent term(s) of study repeated.

If you would like to discuss any of the regulations please see our contact details on page 2.

You can see all the University of Lincoln's regulations by visiting the website:

<http://secretariat.blogs.lincoln.ac.uk/university-regulations/>

## **SECTION 9: Accommodation**

If you decide that you no longer want to stay, or cannot stay, in your rented accommodation because you are withdrawing from or interrupting your studies, you need to check the terms and conditions of your contract.

Most students in Lincoln have fixed term tenancies. This means that you are legally bound by your contract with the landlord to pay the rent until the end of the tenancy, whether you are living there or not.

If you do not pay the rent, the landlord could take legal action against you (and/or your guarantor if you have one, and/or your housemates if you have a joint tenancy), in the County Court.

Your tenancy agreement may have a “break clause” within the fixed term which allows you to leave early if you give the required notice. These are extremely rare in the Lincoln area.

You may be able to persuade the landlord (and your housemates if you have a joint tenancy), to let another person take over your tenancy. The landlord is **not** obliged to agree to this. If you do find a new tenant for the property and the landlord agrees, make sure that you get an agreement in writing that you are released from the tenancy. You will remain liable for the rent until that happens.

If you do have to pay the rent for the rest of the tenancy, but you are no longer living in the property, you may be in a situation where you cannot afford to pay the rent in full.

A rent debt in this case is known as a non-priority debt, because the landlord’s right to possession of the property (to evict you for non-payment) is no longer relevant to you. The landlord can only take action against you for the money owed. In this situation you can negotiate with the landlord to ask if they will accept payment of the outstanding debt in smaller instalments, based on what you can afford to pay.

The Advice Service can help you to do this, or if you have withdrawn from the University, your local Citizens Advice office can help.

<https://www.citizensadvice.org.uk/about-us/contact-us>

If you are struggling to prioritise your financial commitments, the Advice Service can give confidential specialist advice on budgeting and debt. for details on how to contact us please see Page 2.

## **SECTION 10: Welfare benefits**

If you have withdrawn from your course and are no longer a student, or you are studying part-time, you can make claims for all welfare benefits. This may be Universal Credit for new claims or in certain circumstances, benefits under the old system. If you are looking for work, on a low income, unable to work for health reasons, have children or other people you care for, or you have to pay rent or council tax, there is financial help available. Contact your local Jobcentre or Citizens Advice office who can help you.

**Please note that you may become liable for council tax for where you live once you are no longer a student, or you are studying part time. If you are on a low income, you can contact your local authority for council tax support to help with the costs.**

If you are interrupting your studies, you are still treated as a full-time student for benefits purposes and the rules are very different. Most full-time students are not eligible for welfare benefits, and this will not usually change when you interrupt. This could mean that you have no income for a year or more, unless you are well enough to work. Full-time students who CAN get benefits include:

- Lone parents
- People with a disability
- Couples where both of you are full-time students and you have a child.

The Advice Service offers specialist help on welfare benefits issues to students. For details on how to contact us please see Page 2.

## **SECTION 11: Immigration**

If you are in the UK on any type of visa or you are an EU national student there is a separate Thinking of .. booklet available to give you further information as there may be other implications to leaving your course. The Advice Service are the only people in the University who are legally allowed to give immigration advice. Please see details on Page 2 on how to contact and make an appointment with us.

## **SECTION 12: Mitigating Circumstances**

### **Mitigating Circumstances (formerly known as Extenuating Circumstances)**

There may be times when your ability to study, or to hand in work at the right time, has been affected by exceptional and unforeseen circumstances beyond your control. If so, you can apply for Mitigating Circumstances (MCs) to be taken into consideration where you feel your performance in assessments has been affected.

You apply for MCs through your [OneUni Student Account - Taught Student Role - Forms](#)

Further information can be found here: [Mitigating Circumstances](#)

**There is a strict deadline when applying for MCs** and you will need to provide independent evidence (eg medical evidence) of the circumstances which affected your ability to do the work.

If you are not able to attend an examination or in-class test (eg a hospital appointment), you should apply for MCs **BEFORE** the date of the test or examination. If this isn't possible (for example, you become ill on the date of the examination), you then have a **maximum of 10 working days** from the date of the test or examination to apply for MCs.

If you are not able to complete an assessment (eg coursework), you should apply for an **extension** from your school in the first instance. If you believe, or you are advised that an extension will not give you enough time to get the work done, you should then apply for MCs **BEFORE** the submission deadline or within **10 working days** of the submission deadline.

Once your results have been formally ratified by the Board of Examiners **you will not usually** be able to make a claim for MCs unless you can provide evidence of really exceptional circumstances.

If your MCs claim is successful you will usually get the opportunity to do the work again. If, after re-assessment, your original mark is higher, then this will override the mark you get in the new assessment.

If your claim for MCs is not successful, you will have **15 working days** to provide further evidence. You can only do this once after submission of the initial MCs claim. If you wish to access the Review and Appeal procedure after this point, you will need a clearly evidenced reason for doing so as resubmission of the same evidence a third time to the panel or via the Review and Appeal procedure will not be permitted.

### **Evidence for an MCs claim**

In order to make a successful claim for MCs, you will usually need independent evidence to show how the MCs have affected you at the relevant time.

For example, if you have been ill, a medical certificate, hospital record or a letter from a medical professional/counsellor which confirms the illness and also the impact on your ability to study, on the relevant dates.

If you have been affected by the illness of a family member, medical evidence will be required including how the circumstances have affected you and your ability to study.

If you have been the victim of a crime, you may need evidence from the police and medical evidence.

One of the most important things to remember is that the evidence must relate to the time of the assessment(s) claimed for. You may need to explain this to your doctor/



counsellor, or whoever is providing the evidence for you.

Letters from friends or family will not usually be considered independent evidence.

Please remember that it is your responsibility to supply the evidence. It is not enough to ask the University to contact your GP or the Police.

### **Long-term Disability or Illness**

If you make an MC claim which is based on your long-term health condition, the MC Panel will take into account whether this was known in advance to the University.

If you have a new health condition that has started or become evident after enrolling, then your claim can be considered by the MC Panel. However you will be referred to the Student Wellbeing Centre for ongoing support.

Where your disability or long-term health condition is covered by a PASS Plan through the Student Wellbeing Centre, you cannot rely on this in support of an MC claim unless you can show that other, unforeseen, circumstances have affected your situation.

You can contact the Advice Service for more advice and assistance with an MCs claim.

Details on how to contact us are on Page 2.

Further details can be found in Part M of the University's General Regulations 2024/25. <http://secretariat.blogs.lincoln.ac.uk/university-regulations/>

## **Section 13: Compelling Personal Reasons**

Student Finance England's standard formula for working out how many years of student funding you are entitled to is:

**The duration of your course, plus one year, minus any years of previous study.**

If you have previous study, or you need to repeat a year or change your course, you may not have enough funding left to complete your course using this formula.

Student Finance England can grant you additional funding for extra years of study, if you can show that your previously funded years were affected by compelling personal reasons (CPR).

There is no limit to the number of times CPR can be considered. You can apply for more than one year at a time.

Students awarded CPR will still be liable for any loans taken out during the year(s) affected. A successful CPR claim does not write off your loans. It allows you to apply for additional funding that you would not otherwise be awarded.



To apply for CPR you write a letter to:

**Student Finance England,  
PO Box 210,  
Darlington  
DL1 9HJ.**

We recommend that this is sent by '**Signed For**' delivery.

A successful claim for CPR will need to be accompanied by independent evidence of the compelling personal reasons. This could be medical evidence, letters from a professional adviser, or a letter from a tutor who is aware of your situation.

You should, in your own letter, explain in detail how the CPR affected your ability to study.

You should ensure that:

- your CRN (Customer Reference Number) is clearly written on the letter and every piece of evidence. You can find your CRN on your student finance award letters.
- Any evidence from a professional is an original document.
- Your letter includes your full name, address, date of birth, customer reference number and is dated and signed.
- Your letter states clearly the academic year(s) to which your application relates.

If you think CPR applies to you, you can apply for it even if you don't need an additional year's funding. This can protect you against needing extra funding at a later date.

We recommend that if you are eligible for CPR that you apply as soon as possible. This is because it is usually easier to produce the evidence required at the time the CPR occurred.

For help or more information about CPR please contact the Advice Service. Further details on how to contact us are located on Page 2.

**The Advice Service is an independent service located in the Student Support Centre. We offer confidential legal advice to all enrolled students at the University of Lincoln. Our advisers are members of professional bodies such as [UKCISA](#), [IMA](#) and [NASMA](#) and we adhere to their professional codes of conduct and standards**



## **Careers and Employability**

### **How can Careers and Employability help?**

Careers and Employability are an impartial service who can talk through your career plan with you and discuss the options you are considering. Whilst they won't be able to confirm whether you are able to withdraw, interrupt or change your course, there are a range of information sources which they can discuss with you to help inform your decision. Careers and Employability can also support you in finding part-time work to help with your financial situation.

The Careers Centre is situated on the ground floor of the main University Library. To access support please use the [online booking tool](#), email: [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk) or call: **01522 837 828**.

### **Don't forget!**

Even though you might be considering leaving your course, you should still attend all of your lectures and seminars and complete your coursework as you will need to get a reference from your tutor and will also be given credits for your study.

If it's a bit late for you to change your course, don't panic, persevere! Roughly two thirds of graduate jobs are open to graduates from all courses; what matters is your degree classification. You might also be able to do a placement year in the career that you're looking at going into, to give you the sector knowledge you may be missing.

Regardless of your course, you gain a variety of key skills from your time at university which can be applied in the workplace such as:

- **Independence**
- **Transferable skills**
- **Lifelong friendships**
- **New experiences**
- **Cultural experiences Leaving university:**

A lot of people are worried that if they leave university to pursue other avenues, potential employers will discard their applications. It is important that, if you're leaving university, you focus on what you've gained from your experience. You may like to

conduct a skills audit before you leave, with the support of a Careers Adviser. It's important to convey your decision to leave in a way that makes sense to an employer. Remember, it takes a lot of courage to change your plans and take steps to get yourself back on track.

### Steps before you leave:

- Talk to your accommodation provider either directly or at the accommodation office on campus
- Get a reference from your personal tutor – this is particularly useful when applying for another course
- Find out what credits you've accrued from your study, ask in the Student Support Centre
- Clarify the financial implications of your decision by talking to the Student Support team and your bank
- Formally notify the University at the Student Support Centre and the official body paying your fees – usually the student loans company

### Considering your alternatives to Higher Education?

The following websites may support your next steps:

Apprenticeships - [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

Employment – <https://nationalcareers.service.gov.uk/>

### Useful resources:

Advice Service Resource: [Academic support – Student Services \(lincoln.ac.uk\)](http://lincoln.ac.uk/academic-support)

Prospects leaving course resource: [Changing or leaving your course | Prospects.ac.uk](http://prospect.ac.uk/changing-or-leaving-your-course)

Students Loans Company - [www.slc.co.uk/](http://www.slc.co.uk/)

### Contact us:

The Careers & Employability Centre is open 9am-4.30pm Monday to Friday.

Email us at: [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk) or visit: [www.uolcareers.co.uk](http://www.uolcareers.co.uk)

Alternatively you can book an appointment with Careers and Employability by using the following link: [Book an appointment with Careers](#)