

Thinking of taking a break from your studies?

If you are thinking of taking a break from your studies, take a look at the [information on the HUB](#), for further information.

We would advise that you consult your personal tutor about taking a break from your studies, before formally requesting to do so.

We would also recommend you speak to the Finance Office in order to understand how taking a break from your studies may affect your fee liability and finances. Their contact details and further information can be found on [their webpages](#).

For independent advice, or a conversation about taking a break from your studies, do use the [Students' Union Advice Centre](#) or email su-advice@bathspa.ac.uk

If you have any questions regarding taking a break from your studies, you can contact: mycourse@bathspa.ac.uk

Taking a break from your studies

Once you feel you have made a decision, and would like to make a request to take a break in your studies, you can use [Apollo](#) to log your enquiry including all relevant information.

Your request will be processed and assessed. You will be contacted should we require further information and to confirm the status of your study break request.

Once approved, you will receive a formal communication confirming your study break request, and outlining your return to study date.

If you are living in University accommodation, we would recommend that you make the accommodation team aware that you will be vacating your accommodation. They can be contacted on: accommodation@bathspa.ac.uk

Taking a break from your studies

- step by step process

With regards to council tax, your local Council will be able to advise you about eligibility for council tax exemption during your study break:

Bath and North East Somerset (B&NES) Council
01225 477777
counciltax@bathnes.gov.uk

If you live outside of the B&NES area and are unsure who your local council is, you can find out [here](#).

On a break from your studies

Whilst you are on your break, the university will continue to contact you with key information, so please do keep an eye on your Bath Spa University email account.

[This webpage](#) outlines the key services you can access whilst on your break, and outlines things to think about in preparation for returning to your studies.

A list of services and support can be seen [here](#).

Returning from a break in your studies

You will need to register before returning to your studies. Please look out for information from our registration team. If you have any questions regarding registration, please contact us via [Apollo](#).

Once you have followed the registration process, you will be sent a confirmation of your return to studies communication via email, this will outline your start date.

You should make sure your funding is in place before you return to study. If you have any questions around this, please contact the funding team on funding@bathspa.ac.uk, or take a look at our [funding webpages](#). (You should re-apply for student funding 3 months prior to returning)

If you require student accommodation when returning to study, the accommodation team will be able to advise you on this. More information can be seen on the [accommodation pages](#) or by contacting: accommodation@bathspa.ac.uk

When you return to your studies, we recommend that you make contact with your personal tutor.