



## Compelling Personal Reasons (CPR) Documents

### Documents needed to request funding discretion based on Compelling Personal Reasons (CPR)

You will need the following documents:

1. A covering letter written by yourself explaining why you would like to request discretion with regards to your funding as a result of CPR.
2. A letter or evidence from a professional confirming the difficulties you've had and the effect they might have had on your ability to study effectively.

Before you write your letter, you may find it helpful to make a list of how your circumstances have prevented you from studying in the year for which you wish to request CPR discretion.

Some general examples are listed below:

- Health – think about the symptoms you've had or obstacles affecting your ability to study resulting from illness or a condition (e.g. physical, psychological, and emotional). Note how these have made it difficult to study or prevented you from completing that academic year of University.
- Personal – think of a way to express what has happened and how it has affected you. Students who have lost a family member or friend for example could explain the emotional and practical implications that affected their lives following bereavement that impacted on your ability to study.
- Family – You may have experienced problems with your close relationships or some other disruption that has affected your ability to study. Again, think of how you would like to phrase the emotional and practical implications this has had on your ability to study successfully.

### Examples of information to include in your CPR covering letter:

- **Personal Details**  
Name, address, e-mail address, telephone number, student finance reference number, date of letter.
- **What you are requesting**  
Reinstatement of funding for a year of study you could not complete due to CPR. Request for discretionary funding (continuing to receive Maintenance Loan) during period of interruption due to CPR and for current year's funding to be exempt from the Previous Study Rules.

*Example:*

"I was unable to study to the best of my abilities in the academic year ..... and was advised by my tutor to interrupt my studies in..... and come back in September ..... to repeat the year.

I am writing to request that discretion be applied to my funding so I do not lose any future funding entitlement under the Previous Study Rules and that my funding for academic year ..... be reinstated due to the circumstances beyond my control that prevented me from completing that year".

**Or**

- **What circumstances affected your ability to study effectively** (e.g. health/family issues/other personal issues etc) and how these circumstances have affected your ability to study effectively.



- **When your difficulties started and how long they affected you**

*Example:*

"My health problems affected me during the academic year 2012-2013 from *(enter date)*.

As a result I was required to interrupt/ withdraw from my studies on *(enter date of interruption/withdrawal as agreed with tutor/ faculty)*".

- **What will have changed about these circumstances so they are unlikely to affect your ability to succeed in the course when you return to your studies**

*Example:*

"I am seeing my GP and currently receiving treatment to manage my illness. As a result of this I don't anticipate my current health problems to still be on-going / to negatively impact on my studies when I return on *(enter date of return to studies)*".



## How to contact the Welfare, Immigration and Funding Team

### Online

- Email us direct at [sv.welfareandinternational@northumbria.ac.uk](mailto:sv.welfareandinternational@northumbria.ac.uk)
- Visit our website at [northumbria.ac.uk/financialsupport](http://northumbria.ac.uk/financialsupport)

### At City Campus

- Come to the Student Support and Wellbeing Centre, Ground Floor, Northumberland Building, open 9am - 5pm (Monday to Friday)
- Telephone us on 0191 227 4127

We operate a drop-in service, which means that you don't need to make an appointment to speak to one of our Advisers. You can visit us and speak to an Adviser any time from 10am - 4pm, Monday to Friday (1 - 4pm on a Wednesday).

### At Coach Lane Campus

- Visit the Ask4Help desk in Coach Lane Library
- Telephone us on 0191 227 4127

### At London Campus

- Visit the Ask4Help desk on the Ground Floor

**Please contact us if you require a copy of this publication in an alternative format - such as braille or large print.**



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[northumbria.ac.uk/ssw](http://northumbria.ac.uk/ssw)



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