



RAMBERT SCHOOL INTERRUPTION OF STUDIES POLICY

It is important that you seek help if you are experiencing problems with your studies.

Please note that if you have not had permission to intermit, your fees will not be adjusted, and you will still be liable for your fees. Rambert School may, in cases of illness or other reasonable cause, permit a student to interrupt registration as a student, for a period of up to one year. If you feel you have a genuine need to take a break from your studies, please speak with The Principal, The Deputy Principal or the Head of Admissions, Registry and Student Support. Rambert School does not encourage students to take longer than normal to complete their studies but is willing to discuss this with you when there is good reason to consider an intermission. Whatever is decided, you will have to speak to your funding body to ensure that any funding you receive is not affected by suspending your studies through an intermission.

Intermission is normally granted for a complete academic year, or occasionally part of an academic year.

Normally no intermissions will be granted after the last Friday of November in any academic year.

HOW TO APPLY FOR AN INTERMISSION/INTERRUPTION OF STUDIES

Students must complete the STUDENT INTERRUPTION OF STUDIES INTERMISSION FORM to obtain permission to intermit from the School which can be found here

<http://www.cdd.ac.uk/policies/student-resources/>

Possible reasons for leave to intermit are:

1. personal - family or personal reasons (other than illness), which prevent you from continuing your studies;
2. financial - your financial situation prevents you from continuing your studies;

3. medical:

- a) absence from the University due to medical or emotional reasons, or other such extenuating circumstances;
- b) illness or extenuating circumstances, which are having a negative impact on your studies;
- c) illness or extenuating circumstances, which have interrupted your studies.

Whatever the reason, you should provide evidence to the Admissions and Registry Manager. When the reason for intermitting is medical, your School Principal will require that you provide medical evidence. Before you return from intermission, you will be required to provide another medical certificate to testify that you are fit to return to your studies and attend a physical assessment with the Schools STRU (Screening Treatment and Rehabilitation Unit) Team.

Acceptable supporting evidence other than medical documentation includes an original (not photocopied) document written and signed by an appropriate third party, giving details of the circumstance, its duration, and, where possible, its impact. An appropriate third party would be one who knows the student in a professional capacity or one who can verify the circumstances from a position of authority (e.g. lecturer, personal tutor, Students' Union representative, GP, University Counsellor) and who is in a position to provide objective and impartial evidence. Letters from family members or fellow students will not be acceptable.

A few things to remember:

- We look for evidence of genuine need before granting intermissions. Intermission is granted for exceptional and/or unforeseen circumstances only.
- Intermitting does not change the number of terms you will spend at the University, or your examination results.
- Intermitting is intended to relieve you of a disadvantage, not put you at an advantage to other students.
- If you decide to apply to intermit, it is your responsibility to check with both our Finance Office and your funding body what proportion of accommodation and tuition fees will be charged and whether you are liable for any repayment.
- If you subsequently want to change the period for which you have been permitted to intermit, you must seek approval through the Principal.

- If you have to leave the University quickly for medical reasons, make sure you are seen by a doctor at the time, so that they can give you a medical certificate which reflects the severity of your condition.
- If you are a UK student then you need to complete a Change of Circumstances Form for your funding body. Students who normally live in England should go through 'Student Finance England' accessible on <https://www.gov.uk/browse/education/student-finance>.
- If you are an international student you should also seek advice from the UK Borders Agency as there may be implications for your visa.

Should you wish to intermit, please complete the Student Intermision Form and submit which will automatically be sent to the Head of Admissions, Registry and Student Support.

Please note that it is the applicant's responsibility to ensure the form is submitted in good time.

RETURNING TO STUDY

Any student who wishes to return to the programme must make arrangements to meet with the Principal and STRU Team and partake in a ballet and contemporary class to prove they are still at the appropriate level of fitness to meet the physical demands of the course. You should make these arrangements in the first instance by contact the Head of Admissions, Registry & Student Support by email. judy.bowden@rambertschool.org.uk

JB 25/09/2020