

Appendix D: Intermission Policy

Name of Policy Writer/Amendments	Date Written & agreed / Amended	Approved by	Review Date
S McKenzie	July 2017	Academic Board	July 2018

Definition

1. **Intermission:** leaving the course with an agreed anticipated return date (usually re-starting your current year at the start of the following academic year) because of injury or illness.

Intermission

2. It is important that a student seeks help if experiencing problems with the programme of study.
3. It is important to note that if permission to intermit is granted, tuition fees will not be adjusted, and a student will still be liable for the tuition fee as outlined in *Appendix V: Fee Policy*. Northern School of Contemporary Dance (NSCD) 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 a student has a genuine need to take a break from their studies they should arrange to see a tutor, the Head of Academic Registry or the Director of Studies.
4. NSCD does not encourage students to take longer than normal to complete their studies but is willing to discuss intermission when there is good reason to consider an intermission of study. Whatever is decided, a student will have to speak to relevant funding bodies to ensure that any funding received is not affected by the intermission of studies.
5. An intermission is normally granted for a complete academic year, or occasionally part of an academic year. The Director of Studies will ultimately be responsible for authorising an intermission.

How To Apply for an intermission of study

6. Students must attend a meeting with the Head of Academic Registry by making an appointment via Student Services.
7. Possible reasons for leave to intermit are:
 - Personal - family or personal reasons which prevent a student from continuing to study;
 - Financial – a financial situation prevents a student from continuing to study;
 - Medical:
 - a. Absence from the School due to medical or emotional reasons or other such extenuating circumstances
 - b. Illness, injury or extenuating circumstances, which are having a negative impact on a student's studies
 - c. Illness, injury or extenuating circumstances, which have interrupted studies.

Financial Implications

8. An intermission of study does not reduce the number of terms a student will spend at the NSCD, and due to the nature of the training and the format of modules. A student is likely to be required to repeat terms already undertaken.

9. All future years of study will be charged at the full fee.
10. If a student decides to apply for an intermission of study, it is the responsibility of the student to check with the NSCD Finance office and the funding body what proportion of tuition fees will be charged as detailed in the table below (see section 6 of the *Appendix V: Fee Policy*).

Withdrawal or Suspension Date	Percentage of Annual Course Fee Charged (please note, however, that the value of the course fee deposit is not refundable)
Prior to start of Term 1	0%
Prior to end of Term 1*	33%
Prior to end of Term 2	67%
Prior to end of Term 3	100%

*No fees will be due where a student is notified as leaving within 7 days of the start of the first term of the first year of their course

Please note that the full fees for a term are due regardless of the date in that term which the intermission of study is taken.

11. UK students may 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>.
12. On the date of intermission of study any residential or hardship bursaries will stop with immediate effect.

A Few Things To Remember:

13. We look for evidence of genuine need before granting an intermission. An intermission is granted for exceptional and/or unforeseen circumstances only.
14. Intermission is intended to relieve a student of a disadvantage, not put a student at an advantage to other students.
15. If a student subsequently wants to change the period for which they have been permitted to intermit, they must seek approval through the Head of Academic Registry.
16. In the case of international students they should also seek advice from the UK Visa and Immigration as there may be visa implications.

Returning To Study

17. Any student who wishes to return to the programme must contact the Head of Registry to confirm they wish to return to NSCD, no later than the end of April
18. Where a student intermits due to medical reason they will be required to provide a medical certificate to testify they are fit to return to your studies.

19. Depending on the reasons for the intermission an assessment may be required to ensure that a student is of the appropriate standard to recommence their studies.

Fall Back Awards

20. If you decide not to resume your studies at NSCD a student may be eligible for a Fall Back Award. NSCD can recommend that the Board of Examiners approve the award of a Certificate in Higher Education to acknowledge the successful completion of your First Year amounting to 120 credits or a Diploma in Higher Education to acknowledge the successful completion of your Second Year amounting to 240 credits. You may be able to transfer these credits to another Higher Education Institution in the future.