London Contemporary Dance School (The Place)

Time Out and Withdrawal Policy

September 2026

Name of Policy Writer	Lead Post Holder	Date approved	Approved by	Review Date
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THE PLACE LONDON CONTEMPORARY DANCE SCHOOL

1. Introduction

1.1. Time Out from Study is intended to support students who experience circumstances that temporarily prevent them from engaging successfully with their studies. The School recognises that students may experience illness, injury, financial hardship or other personal circumstances and seeks to support students in making informed decisions about whether a temporary break, or withdrawing, from study is appropriate.

1.2. This policy operates alongside a suite of other LCDS policies, in particular the Health, Wellbeing and Support for Studies Policy.

2. Definition

2.1. Time Out: taking time out from 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 or other personal reasons.

2.2. Withdrawal: leaving the course indefinitely. If a student decides to leave the course, and then wishes to re-commence their studies, they will have to re-apply again.

3. Eligibility for taking Time Out from Studies

3.1. It is important that a student seeks help if they are experiencing problems with their course of study. Approval of a period of taking time out from studies is at the discretion of LCDS Senior Management and will take account of factors including the students' circumstances, academic progress, maximum registration period and the ability to return at an appropriate point within the course.

3.2. Possible reasons to take time out 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

3.3. A number of things may affect a student's ability to take time out from their course. This includes:

- **Previously taken time out** – students must be able to complete the course within the maximum registration period, which is the normal course length plus two years (e.g. a standard BA course must be completed within five years)
- **Previously repeated units** – if a student has previously repeated units in attendance, it may affect their eligibility for time out, as they will need to complete the course within the maximum registration period.
- **Outstanding work to submit** - Time out cannot be used to avoid resubmission and is therefore normally only approved for students who have successfully passed all units of study to date. If a student has not completed a unit, it is recommended that they complete the unit requirements before taking time out. Students will have to return to the start of any units they have not completed.
- **Students on a visa** – Students studying on a Student Route visa should be aware of the visa implications of taking time out. Please see Section – below on Financial / Visa implications.

3.4. Students must be able to complete their course within the maximum registration period. For students on a UAL validated course, it is the normal course length plus 2 years.

3.5. Time Out is intended to relieve a student of a disadvantage, not put a student at an advantage to other students.

3.6. Time out from study does not reduce the number of terms a student will study at LCDS, and due to the nature of the training and the format of units a student is likely to be required to repeat terms already undertaken.

4. Changes to the course, UAL regulations and LCDS policies

4.1. All courses at LCDS are regularly reviewed and revalidated. If a student takes time out, the structure and/or content of the course might change. UAL's regulations and LCDS policies are also regularly reviewed to ensure they are fit for purpose, and these might also change while students are away from their studies. It is a student's responsibility to make sure that they discuss the implications of taking time out with their Year Group Coordinator, Course Leader or relevant Director. By signing the Change of Circumstance form and submitting their request, students are agreeing to accept any changes to their course, its assessment requirements or UAL regulations and LCDS policies.

5. How to apply for Time Out

5.1. There are two types of time out:

- If a student has successfully completed a full academic year of their course, they may request **Full Year Out.**

- If a student has not commenced the summer term of their course, they may request a **Partial Year Out.**

After the start of the summer term, students will need to complete the year before they can request time out. Students can apply for a maximum of one year out at any one time.

5.2. Students should meet with either their Year Group Coordinator, Course Leader, Director of Higher Education, or the Director of Student Lifecycle and Well-Being in the first instance to discuss their options, for example reasonable adjustments, wellbeing, financial or academic support or extenuating circumstances.

5.3. Students wishing to take time out should then complete a Change of Studies form. This form will help determine the student's tuition fee liability and, if appropriate, whether the student is entitled to any refund.

5.4. A student will not be able to return to their study part way through a unit. Therefore, if they are considering taking time out part way through a unit, they would either need to finish the unit and then take time out, or return at the start of the unit.

5.5. If students subsequently want to change the period for which they have been permitted to take time out, they must contact the Admissions and Registry Manager in the first instance.

6. Responsibilities during Time Out

6.1. During a period of time out, students remain responsible for:

- maintaining up-to-date contact details;
- responding to School correspondence;
- informing the School if circumstances change;
- contacting the School before their planned return.

7. Returning to Study

7.1. Any student who wishes to return to the course must contact the Admissions and Registry Manager no later than the end of the April prior to the next academic year.

7.2. On the students return to LCDS, they will carry forward the grades from any units they have already successfully completed. Any incomplete units will not be carried forward. Their return therefore needs to be timed so that they can re-join at the start of any incomplete units.

7.3. Where a student has taken time out due to medical reasons, they will be required to provide a medical certificate from their GP to testify they are fit to return to their studies.

7.4. Depending on the reasons for taking time out a physical screening may be required to ensure that a student is of the appropriate standard to recommence their studies. Students may also be given a course to follow upon re-entry.

7.5. Where a student is due to return to their studies, but does not get in contact with LCDS, or fails to respond to any correspondence, LCDS may look to withdraw them due to lack of contact. Where this happens, LCDS will contact the student with full information of the consequences of being withdrawn, and along with the time frame for doing so.

8. Withdrawing from Studies

8.1. Students who are considering withdrawing from their course are encouraged to discuss their circumstances with their Year Group Coordinator, Course Leader, Director of Higher Education, or Director of Student Lifecycle and Well-Being before making a final decision. These discussions are intended to ensure that students understand the options available to them, including whether Time Out from Study or other forms of support may be more appropriate.

8.2. Where a student decides to proceed with withdrawal, they must complete a Change of Studies Form. The effective date of withdrawal will normally be the date on which the completed form is received by the School, unless otherwise agreed.

8.3. Before confirming a withdrawal, students should ensure they understand the implications of their decision. This may include consideration of:

- tuition fee liability and any entitlement to a refund, in accordance with the Fees Policy;
- the impact on Student Finance or other sources of funding;
- any implications for other financial support;
- visa implications for students sponsored under the Student Route;
- eligibility for an Exit Award, where applicable; and
- the process for returning to higher education in the future.

8.4. Once a completed Change of Studies Form has been received and processed, the School will confirm the student's withdrawal in writing.

8.5. Withdrawal from LCDS permanently ends a student's registration on their course. Students who wish to return to study following withdrawal will normally be required to reapply. Previous study does not guarantee re-admission, and applicants will be considered in accordance with the admissions requirements and course availability in place at the time of application.

9. Financial Implications

9.1. For students who take time out and return to their studies, all future years of study will be charged the full fee and will adopt the most up to date Fees Policy and Terms and Conditions.

9.2. If a student wishes to apply to take time out or withdraw, it is the responsibility of the student to check with the Finance office and the funding body what proportion of tuition fees will be charged as detailed in the Fees Policy.

9.3. Students are responsible for contacting their funding body to understand how Time Out or Withdrawal may affect their funding. Students may also need to complete a Change of Circumstances Form for their relevant funding body (for example Student Loans Company).

9.4. On the date of taking time out or withdrawal of study any Student Fund bursaries will cease with immediate effect.

10. Visa Implications

10.1. For any student on a Student Route Visa, they should also seek advice from the UK Visa and Immigration (UKVI) as there may be visa implications.

10.2. Once a student takes time out or withdraws from their studies, this will be reported to the UKVI, and the visa will be cancelled for the duration of their time out. A student will then need to reapply for a visa before returning to their studies.

10.3. The UKVI usually allows students to study in the UK for a limited time. This depends on the level of your course:

- Courses below degree level: 2 years
- Courses at degree level: 5 years
- Courses above degree level (PG courses): no time limit

10.4. If a student has taken time out in the past, or if they have had to repeat any units, this may affect their eligibility for a visa and therefore their eligibility to take time out. In addition, taking a year out may affect their ability to undertake higher-level study.

11. Exit Awards or termination by the Board of Examiners

11.1. If a student decides to withdraw, or not return to their studies after taking time out they may be eligible for an Exit Award. It can be recommended that the Board of Examiners should award a Certificate in Higher Education (120 credits) to acknowledge the successful completion of Level 4 or a Diploma in Higher Education (240 credits) to acknowledge the successful completion of Level 5. Exit Awards can also be recommended to the Board of Examiners for the MA courses, a PG Certificate to acknowledge successful completion of Level 7 (60 credits) or PG Diploma (120 credits).

11.2. Students who do not continue their studies but do not comply with this policy by returning the signed and dated Change of Circumstances form, will have their studies terminated at the next appropriate Board of Examiners. Achievements of any units will be recorded by the Board and the student will be withdrawn.