

# London Contemporary Dance School (The Place)

## Time Out and Withdrawal Policy

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## **1. Introduction**

- 1.1. This policy is to ensure that London Contemporary Dance School (LCDS) is informed by students of their wish to withdraw or intermit from their studies. This policy should be read in conjunction with the current Terms and Conditions and Fees Policy.

## **2. Definition**

- 2.1. Intermission, or '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. Time Out from Studies**

- 3.1. It is important that a student seeks help if they are experiencing problems with their course of study.
- 3.2. 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 the [Fees Policy](#). London Contemporary Dance School (LCDS) 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 the relevant Director for their course, or Director of Registry and Student Well-being.
- 3.3. LCDS do not encourage students to take longer than normal to complete their studies but are willing to discuss intermission. It is important that students contact the relevant funding bodies to ensure any funding received is not affected by the intermission of studies.
- 3.4. Time out is normally granted for one academic year, or occasionally part of an academic year if students have not commenced the summer term. After the start of the summer term students will need to complete the year before they can request time out. The Director of the course will ultimately be responsible for authorising time out.
- 3.5. 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.
- 3.6. If students subsequently want to change the period for which they have been permitted to intermit, they must contact the Admissions and Registry Manager in the first instance.

- 3.7. 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.
- 3.8. Time Out is intended to relieve a student of a disadvantage, not put a student at an advantage to other students.
- 3.9. 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. How to apply for Time Out**

- 4.1. Students should meet with either the Director of their course, or the Director of Registry and Student Wellbeing in the first instance to notify them of their intention to withdraw or take time out and discuss their options, before completing an 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.
- 4.2. We look for evidence of genuine need before granting an intermission. Time out is granted for exceptional and/or unforeseen circumstances only.
- 4.3. 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

#### **5. Returning to Study**

- 5.1. 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.
- 5.2. 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.

- 5.3. 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.
- 5.4. Depending on the reasons for the intermission 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.
- 5.5. 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.

## **6. Financial / Visa Implications**

- 6.1. 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.
- 6.2. If a student wishes to apply for 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.
- 6.3. 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 [here](#).
- 6.4. On the date of intermission or withdrawal of study any Student Fund bursaries will cease with immediate effect.
- 6.5. 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. Once a student intermits or withdraws from their studies, this will be reported to the UKVI, and the visa will be cancelled for the period of intermission. A student will then need to reapply for a visa before returning to their studies.

## **7. Exit Awards or termination by the Board of Examiners**

- 7.1. If a student decides to withdraw, or not return to their studies following a period of intermission 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).

- 7.2. 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.