

London Contemporary Dance School (The Place)

Intermission and Withdrawal Policy 2021-22

*For students studying on a course validated by the University of the Arts London
(UAL)*

June 2021

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: 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. Intermission

- 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 Head 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. An intermission 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 an intermission.
- 3.5. A student will not be able to return to their study part way through a unit. Therefore if they are considering intermitting part way through a unit, they would either need to finish the unit and then intermit, 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. Intermission is intended to relieve a student of a disadvantage, not put a student at an advantage to other students.

4. How to apply for an Intermission of Study

4.1. Students should meet with either the Director of their course, or the Head of Registry and Student Wellbeing in the first instance to notify them of their intention to withdraw or intermit and discuss their options, before completing an Interruption 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. An intermission is granted for exceptional and/or unforeseen circumstances only.

4.3. Possible reasons 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

5. Financial / Visa Implications

5.1. An intermission of 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 modules a student is likely to be required to repeat terms already undertaken.

5.2. 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.

5.3. If a student wishes to apply for an intermission of study, 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.

- 5.4. 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](#).
- 5.5. On the date of intermission of study any Student Fund bursaries will cease with immediate effect.
- 5.6. For any student on a Student Route Visa (including Tier 4 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.

6. Returning to Study

- 6.1. 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.
- 6.2. 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.
- 6.3. Where a student intermits 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.
- 6.4. 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.

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 PGCert to acknowledge successful completion of Level 7 (60 credits) or PGDip (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 modules will be recorded by the Board and the student will be withdrawn.