## LEAVE TO INTERMIT APPLICATION FORM

Please ensure that your sponsor/funding body is aware of your intermission.

### Part I - to be completed by student:

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<tbody>
<tr>
<td>1) Surname (Family Name)</td>
<td>Forename(s)</td>
<td>College</td>
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<tr>
<td>2) Contact Address</td>
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<tr>
<td>3) Student ID (UCAS) Number</td>
<td>4) Programme of Study</td>
<td>5) E-mail address</td>
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<tr>
<td>6) Please indicate your last date of attendance at classes, and the period for which you wish to intermit (i.e. 1 whole academic year or 2 terms (spring and summer))</td>
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Intermission is normally granted for a complete academic year, or occasionally part of an academic year. Your Course Leader / Programme Director will ultimately be responsible for authorising your period of intermission.

Last date of attendance: ........................................... Period of intermission: ............................................

7) Statement of reasons for intermission application* (continue on an attached piece of paper if necessary or download electronically and expand). A supporting statement from your doctor is required if you need to intermit for medical reasons.

*Please delete as appropriate

A) PERSONAL
B) FINANCIAL
C) MEDICAL

8) I confirm that the information which I have given in this application is complete and true.

Signature: ............................................... Date: .............................................

### Part II - To be completed by Course Leader / Programme Director

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<td>9) Comments</td>
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<td>10) Course Leader / Programme Director’s Name and Signature</td>
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INTERMISSION GRANTED FOR PERIOD (e.g. 1 academic year, or 2 terms):

from ............................................... to return .............................................

Signature: ............................................... Date: .............................................

This form should be returned to your Course Leader / Programme Director. It is the applicant’s responsibility to ensure that this form is submitted in good time.

If you seek a period of intermission you are strongly advised to check the financial consequences with your sponsors. It is very important that your sponsor is consulted.
Please note that if you have not had permission to intermit, your fees will not be adjusted, and you will be charged full tuition fees.

Intermission
Students take time out from their studies (known as intermitting) for a variety of reasons, mainly personal, but sometimes financial, or medical. If you feel you need some time out, go and see your Course Leader / Programme Director. The University does not encourage people to take longer than normal to complete their studies but is willing to discuss this with you. Whatever is decided, you will need to speak to your funding body to ensure that any funding you receive is not affected by intermission.

Intermission is normally granted for a complete academic year, or occasionally part of an academic year. Your Course Leader / Programme Director will ultimately be responsible for authorising your period of intermission.

Students must complete this form to obtain permission to intermit.

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 - when your financial situation prevents you from continuing your studies.

3. Medical -
   a) absence from the College 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.

When the reason for intermitting is medical, your Course Leader / Programme Director will request 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.

A few things to remember

Intermittin does not change the number of terms you will spend at the College, 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 intermit, it is your responsibility to check with both the University Finance Office and your funding body what proportion of tuition fees will be charged and if 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 from your Course Leader / Programme Director.

If you have to leave the College 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.

Make sure your LEA is informed if you intermit by completing a Change of Circumstances form, which is available from the following website:
http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/FinanceAfterYourFirstYear/DG_10034853

If you are an international student, you may want to seek advice from the International Office staff as there may be implications for your visa.