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1 Introduction

- 1.1 If you experience illness or other circumstances which materially inhibit your ability to continue on your course, you may apply for an Interruption of Studies.
- 1.2 An Interruption is an approved leave of absence from all study for a defined period. Possible reasons for interruption are:
- (a) personal - family or personal reasons (other than illness), which prevent you from continuing your studies;
 - (b) financial - your financial situation prevents you from continuing your studies;
 - (c) medical:
 - absence from the University due to medical or emotional reasons, or other such extenuating circumstances;
 - illness or extenuating circumstances, which are having a negative impact on your studies;
 - illness or extenuating circumstances, which have interrupted your studies.

2 Procedure

- 2.1 You are encouraged to discuss your plans and options with your personal tutor.
- 2.2 In order to apply for an Interruption of Studies, you need to submit the Leave to Intermit Application Form to Student Services.
- 2.3 An Interruption of Studies must be approved by the relevant Head of Programme and the Director of Registry and Student Services. A return date will be agreed when the Interruption of Studies is approved. The return date shall be the start of a term.
- 2.4 An Interruption of Studies may be applied retrospectively where there is objective and authoritative evidence of impaired performance.
- 2.5 On return from Interruption of Studies, you are required to re-enrol on your programme of study. If you fail to do so, you will be deemed to have withdrawn from the programme.
- 2.6 Where a programme has been amended during your absence, you will be offered the opportunity, in consultation with the Head of Programme, to continue with your original programme or to transfer to the amended version.
- 2.7 While on Interruption of Studies, you do not have access to Escape Studios facilities and are not eligible to undertake Assessments until you formally re-enrol.
- 2.8 You should be aware that taking an Interruption of Studies may have financial implications, for example, if you are in receipt of funding from the Student Loan Company. Where you are in receipt of funding from the Student Loan Company, we will notify them of your Interruption and your eligibility for funding will be reassessed.
- 2.9 You will not be liable to pay tuition fees whilst on Interruption of Studies. Your liability for fees will be calculated in accordance with your last date of attendance.
- 2.10 An application for an Interruption of Studies is not a substitute for Mitigation based on Extenuating Circumstances. Where you have undertaken Assessment or have missed an Examination or Coursework deadline prior to an application for an Interruption of Studies, you must also apply, if appropriate, to the Board of Examiners for Mitigation in accordance with the Escape Studios' policies.

3 Length of Interruption

- 3.1 The minimum period for an Interruption of Studies is one term and the initial maximum period is one calendar year.

- 3.2 If you are on an Interruption of Studies, you may apply to Student Services for an extension of this period of interruption. Applications for an extension which will take the total period of interruption over one year must be approved by the Dean of School and shall only be approved in exceptional circumstances.
- 3.3 An Interruption of Studies cannot be approved for a period of more than two calendar years in total.
- 3.4 An Interruption of Studies cannot be approved where the maximum term for the completion of the award on which you are enrolled will be exceeded.

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