

Central School of Ballet

INTERMISSION OF STUDIES POLICY

(also known as 'INTERRUPTION OF STUDIES')



1. Introduction

1.1 It is important that you seek help if you are experiencing problems with your studies. You should always approach a member of staff in the first instance if you are struggling with anything. In most cases, Central School of Ballet ('the School') will help you with additional support under the [Support Through Studies procedures](#). However, sometimes students experience difficulties that may mean they need to take a break from their studies, or 'interrupt' them. This is known as 'Intermission of Studies'.

1.2 As the validating university that awards Central School of Ballet degrees, intermissions of studies by Central School of Ballet students are governed by the [University of Kent academic regulations](#). Whilst permission must always be sought from the School to intermit studies, the School's considerations of requests to intermit are undertaken in line with the relevant [University of Kent academic regulations](#).

Allied Policies

1.3 The following Central School of Ballet Policies and University of Kent regulations and procedures are allied with this policy and in some cases apply directly:

- [Support Through Studies Policy & Procedures](#)
- [University of Kent academic regulations](#)
- [University of Kent Intermission Procedures](#)

2. What does 'intermission of studies' mean?

2.1 Intermission of studies (sometimes also called 'intermitting', 'interruption' or 'suspending/suspension of studies') means taking a prolonged break from your course. Periods of intermission may last up to two years in total. This means that students may interrupt their studies on one occasion for up to two years, or on more than one occasion for shorter periods, but the overall permitted period of interruption will not exceed two years.

2.2 Central School of Ballet may, in cases of illness or other reasonable cause, permit a student to intermit registration as a student, for a period of up to one year. For periods exceeding one year, permission must also be granted by the University of Kent as the validating body that awards Central School of Ballet's degrees. In these instances, the School liaises with the University of Kent on the behalf of students.

2.3 If you feel you have a genuine need to take a break from your studies, please speak with the Senior School Manager, Head of Studies or the Director of Higher Education as soon as possible and before making any decisions.

2.4 Intermission is normally granted for a complete academic year, or occasionally part of an academic year.

3. Considerations around intermission of studies

3.1 Central School of Ballet courses of higher education at all levels are designed and delivered with continuity throughout each course, which is planned to allow students the best chance to succeed and complete their studies and achieve the intended award. Therefore, the School does not encourage students to take longer than normal to complete their studies, but we are willing to discuss this with you when there is good reason to consider an intermission.

3.2 There will always be wider implications to consider if you intermit studies. For example, you will have to speak to your funding body to ensure that any funding you receive is not affected by suspending your studies through an intermission. If you are an international student, intermitting your studies will have implications for your Student Visa.

3.3 Below we set out some considerations that students are advised to think carefully about before applying to intermit their studies:

- We look for evidence of genuine need before granting intermissions. Intermission is granted for exceptional and/or unforeseen circumstances only.
- Intermitting does not change the number of terms you will need to spend at the School, or your assessment and examination results.
- Intermitting is intended to relieve you of a disadvantage, not put you at an advantage to other students.
- If you intermit your studies, it is quite likely that you will leave your cohort and recommence your studies with a new cohort of students. This will depend on the period of intermission required, how much of the course, and what course content (including continuous assessment) you will miss during the interruption of studies.
- If you intermit, you will **still be liable for some or all of your tuition fees** in accordance with the relevant Central School of Ballet Fees Policy applicable to your course (if you are not sure which policy is applicable, please contact admissions@csbschool.co.uk). The amount you are liable for will depend on when you intermit your studies. This also applies if you decide to eventually withdraw from the course after a period of intermission.
- If you decide to apply to intermit, it is **your responsibility to check with both our Finance Office and your funding body** what proportion of tuition fees/other course fees will be charged and whether 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 through the Executive Director. You can do this by contacting the Senior School Manager in the first instance.
- If you have to leave the School 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 and supports your circumstances for when medical evidence is needed.

UK ('Home Fees') students

- If you are a UK student in receipt of funding, then you will need to complete a Change of Circumstances Form for your funding body. <https://www.gov.uk/student-finance-if-you-suspend-or-leave?step-by-step-nav=18045f76-ac04-41b7-b147-5687d8fbb64a>
- If you intermit your studies, you may still be able to get a Maintenance Loan for some or all of the time you're away from your studies. Please see <https://www.gov.uk/student-finance-if-you-suspend-or-leave/getting-student-finance-while-you-suspend-your-studies> for further information. Disabled students may also be able to access [Disabled Students' Allowances](#).
- If you are a student who normally lives in England and is funded through the Student Loans Company, the SLC will normally fund your tuition fees for four years (3 years of 'undergraduate study funding' plus one additional year (also known as your '+1 year'). More information can be found at: <https://www.gov.uk/guidance/going-back-to-uni-or-repeating-a-year>. This can have funding implications for you if you are considering intermitting your studies and you have already undergone a period of intermission. More information on funding can also be found at <https://www.gov.uk/student-finance>. Please note that you cannot be funded for the same course twice (eg if you intermit and then withdraw from the course, and then re-apply and register on the same/an equivalent course, you will not be eligible for funding for the subsequent course).
- If you are from a UK country other than England, links to relevant information can be found at <https://www.gov.uk/student-finance> and you are advised to speak to the Senior School Manager for further guidance.
- You will also need to satisfy the School that you are physically fit to return and resume your place on your course before the School will authorise you to return (please see Section 6 of this policy 'Returning to studies after a period of intermission' for further information).

International ('Overseas fees') students

- If you are an International student paying Overseas Fees, you will be in the UK on a Student Visa and you must be studying to meet your visa requirements. If you hold a Student Visa and you intermit your studies, Central School of Ballet is legally required to report this to UK Visas and Immigration (UKVI) and your visa will normally be cut short.
- You must return to your home country if you intermit your studies and are not attending your course. In this instance, you will have to apply for a new visa before you can return to your studies.

- You will also need to satisfy the School that you are physically fit to return and resume your place on your course before the School will authorise and sponsor you for a Student Visa to return. (Please see Section 6 of this policy 'Returning to studies after a period of intermission' for further information.)

4. Intermission and Support Through Studies

4.1 Intermission of Studies may be discussed with students under Stage 2 ('Continuing and/or Significant Concerns) of the [Support Through Studies procedures](#). Where the School believes it is in the student's best interests to intermit their studies, this will normally be discussed with the student in a Stage 2 Support Through Studies meeting in the first instance.

4.2 However, where there are highly significant, serious, or persistent concerns, the School will normally refer the student into Stage 3 of Support Through Studies where a Case Conference Panel will consider the student's case. One of the possible outcomes of a Case Conference Panel is a required interruption of studies for a specified period with a specified review date, where appropriate including an Action Plan specifying expected remedial actions.

5. Interruption/Intermission of studies without permission

5.1 Please note that if you have not been granted permission from the School (and, where applicable, the University of Kent) to intermit your studies:

5.1.1 you will be withdrawn from your course by the School and the University of Kent;

5.1.2 your fees will not be adjusted, and you will still be liable for your fees in accordance with the relevant Central School of Ballet [Fees Policy](#) applicable to your course (if you are not sure which policy is applicable, please contact admissions@csbschool.co.uk);

5.1.3 You will have to reapply to the School via the normal admissions application route to be readmitted to a course of study in the School.

6. Returning to studies after a period of intermission

6.1 The School has a duty of care to all its students, and therefore it is the School's decision as to when a return to studies is most appropriate for a student who intermits from their course. This decision may not always align with a student's idea of when they should return, but the School will liaise with the student to ensure that the fullest holistic consideration is given to a student returning from intermission of studies.

6.2 In its decision-making about when the student should return, the School will take the following considerations into account:

- The length of the period of interruption;
- What particular course content has been missed and whether this can be made up 'in-year' or whether this requires the student to 're-start' the year;
- The student's achievement on the course to date;

- Whether the student would be at risk of failing to meet the overall course and any module learning outcomes if they joined the course at a particular point;
- The physical and mental fitness and wellbeing of the student;
- Whether the student is undergoing, or will be needing any medical or other interventions and support;
- The overall support needs of the student and whether the School can meet these at the time of proposed return, or whether these needs exceed the support the School can reasonably offer.

6.3 Depending on the circumstances of the student and the reason(s) for the intermission of studies, where necessary and appropriate, the School will refer consideration of the student's case into Stage 1, Stage 2 or Stage 3 of the [Support Through Studies procedures](#) in order to reach a decision about returning. Whatever Stage of the procedures, the student will be kept informed and will have the opportunity to make representations to the School that they would like the School to consider in its decision-making.

Fitness to Return Assessment

6.4 Students who are returning after a period of intermission must satisfy the School that they are at the appropriate level of physical and mental fitness in order to meet the demands of the course ('Fitness to Return Assessment'). The ways in which the School assesses this are one or more of the following:

- Participation in a ballet class that demonstrates this to the satisfaction of the Artistic Director;
- Participation in a contemporary class that demonstrates this to the satisfaction of the Artistic Director;
- Submission of video footage that demonstrates this to the satisfaction of the Artistic Director;
- Meeting and physical assessment with the Head of Medical and Wellbeing;
- Interview with the Executive Director and/or their nominee (e.g. Director of Higher Education or Head of Studies);
- When the reason for intermitting is medical (whether physical and/or mental health has been affected), a medical certificate certifying that you are fit to return to your studies and to attend a physical assessment with the School's Medical and Wellbeing team will be required.

6.5 Students are expected to pro-actively make arrangements with the School regarding the Fitness to Return Assessment.

6.6 Students who intermit their studies and return to the School with no tuition outstanding (but for example, return with assessments remaining to be completed) will not have any increase in outstanding course fees.

6.7 Students who intermit their studies and return in a new academic year that falls outside the normal registration period for their course are charged at the same rate as new students in the year they return. This may lead to an increase in the amount you are required to pay overall for the course fees.

7. How to apply for an intermission/interruption of studies

7.1 Students must complete the Intermission of Studies Request Form to obtain permission to intermit from the School.

Student Responsibilities

7.2 It is the responsibility of the student who wishes to request an intermission to:

- **Complete the Intermission of Studies Request Form;**
- **Gather any supporting evidence they wish to have considered with their request;**
- **Ensure the form is submitted with Section A fully completed;**
- **Ensure the form is submitted to the School in good time;**
- **Engage with School staff in a professional and respectful manner when discussing a potential intermission of studies.**

7.3 Completed forms, along with any accompanying supporting evidence, should be submitted to the Admissions team. The School will then begin the process of considering your request, and will contact you shortly afterwards.

Possible reasons where permission to intermit your studies may be granted

7.4 Possible reasons for leave to intermit are:

7.4.1 **Personal** – family or personal reasons (other than illness), which prevent you from continuing your studies. This may include:

- personal/caring responsibilities;
- maternity/paternity/adoption/shared parental leave;
- job commitments/internships/professional/employment opportunities;

7.4.2 **Financial** – your financial situation prevents you from continuing your studies;

7.4.3 **Medical:**

- a) Absence from the School 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 circumstance, which have interrupted your studies.

7.5 When the reason for intermitting is medical the School will normally require that you provide medical evidence to support the request.

7.6 Whatever the reason for the request to intermit, you should provide evidence to the Admissions and Registry Manager.

Evidence to support a request for intermission of studies

7.7 Acceptable supporting evidence other than medical documentation includes an original (not photocopied) document written and signed by an appropriate third party, giving details of the circumstance, its duration, and where possible, its impact.

7.8 The School would deem an appropriate third party to be:

- Someone who knows the student in a professional capacity, or
- Someone who can verify the circumstances from a position of authority (e.g. academic tutor, personal tutor, GP, Counsellor) and who is in a position not provide objective and impartial evidence.

7.9 Letters from family members or friends from outside Central School of Ballet will not normally constitute sufficient evidence by themselves, but will be considered.

7.10 Letters from fellow Central School of Ballet students will not normally be considered as supporting evidence.

8. Complaints

8.1 Complaints about the process for requesting an intermission of studies, or about any decision of the School regarding an intermission of studies, can be made using the [Student Complaints Procedure](#).

8.2 In the event that a student has exhausted the internal complaints procedure, the School will issue a Completion of Procedures Letter and the student will have the right to take their case to the Office of the Independent Adjudicator (OIA) within 12 months of the date of the Completion of Procedures Letter. For further information, please see <https://www.oiahe.org.uk/students/>.