

Intermission of Studies and Withdrawal policy

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1. Introduction

This policy outlines the process and implications of Intermission (temporary suspension of studies) and withdrawal (permanent termination of studies) for Higher Education (HE) students at Central School of Ballet (CSB). It aims to provide clarity and support to students considering these options while ensuring compliance with institutional and regulatory requirements.

2. Scope & Principles

2.1 The policy applies to all processes relating to the intermission or withdrawal of studies for students on Higher Education courses at CSB.

2.2 The policy aims to provide clarity on the process and implications of a student either interrupting or withdrawing from their studies.

2.3 The policy includes information on Student Finance, UK Visas & Immigration and Exit Awards where a student can seek support.

2.4 Reasons for Intermission or Withdrawal: Students may choose to intermit/interrupt or withdraw for a variety of reasons, including but not limited to:

- Health or personal circumstances
- Financial difficulties
- Academic challenges
- Professional or family commitments
- Career redirection
- Dissatisfaction with the course

It is recognised that there are many different factors that may influence an individual's decision to request an intermission of studies and the criteria are therefore necessarily broad. Each request is considered entirely on its own merits and is treated in confidence by all those involved.

3. Definitions

Intermission: A formal break from studies, where a student takes a break from their current programme of study with a view to returning in the (near) future. This break typically lasts up to one academic year, after which the student intends to resume their course.

Interruption: This term is often used within Higher Education as an alternative word to 'intermission'.

Withdrawal – A formal decision for a student to permanently leave the course and terminate enrolment with CSB.

4. Background

This policy considers all approaches related to interrupting or withdrawing from studies - be it a break that will enable students to resolve circumstances that have impacted on their ability to fully engage with their studies, or be it stopping their studies. This policy may also be used by the School to require a student to take a break from their studies, but this will only be done in very particular circumstances and will be formally advised.

5. Intermission

5.1 Eligibility and Duration

An Intermission of Studies is available to students who have met academic and institutional requirements up to the point of requesting intermission and have completed at least one term of study, unless exceptional circumstances apply.

The maximum duration for intermission is all or part of two consecutive academic years.

5.2 The intermission process

1. Consultation: The student should meet with the Director of Higher Education or the Head of Medical and Wellbeing prior to starting the formal process by discussing their intention to intermit and/or explore possible alternatives.

2. Application: Submit a formal Intermission Request Form via email to registry@csbschool.co.uk, with associated supporting evidence where necessary.

3. Approval: The application will be reviewed by the Registry and Admissions Manager, and the student will be notified of the decision in writing. Registry coordinates the process and formal communication, but decisions are made in consultation with academic/ pastoral colleagues. The application will consider the grounds for the intermission request, the academic and practical consequences of

intermission, and consider the best possible opportunity for the student to successfully continue in their studies post intermission, or for the potential need to withdraw.

4. Return to Studies or a decision that the student should withdraw: Students must confirm their intention to return by the deadline stated in their confirmed intermission communications, alongside the required information and evidence for return to studies. There will also be a Return to Study Interview with relevant School staff. It is the responsibility of the student to note these dates and to ensure that they are met.

5.3 Financial Implications

- Tuition fees will be recalculated based on the date of Intermission, and any refunds or adjustments will follow the CSB's Foundation Degree or BA (Hons) Fee Policy.
- Following sign-off of the intermission, the Student Loans Company and other relevant statutory and/or financial bodies will be informed. For fee and reporting purposes, the effective date will be the last confirmed date of attendance.
- All future years of study will be charged at the full fee. If a student returns to study at an earlier point in the following year to repeat part of their programme, then they will normally be charged for that repeated tuition. The amount of fees due for a student's return to study will be noted on their intermissions form and will be payable in advance of their return date. Students who do not return from an intermission of studies and permanently withdraw will receive a proportionate refund of tuition fees they have paid, in line with the School's terms and conditions.
- Advice on the financial consequences of taking a suspension can be sought from the School, as these can vary depending on the individual circumstances. Students should consult Student Finance or other funding bodies to understand the impact on loans, grants, or sponsorship. To undertake an intermission students must normally be up-to-date with their tuition fee payments for the academic year.
- On the date of Intermission of Studies all CSB Financial Assistance bursaries will stop with immediate effect.

5.4 Academic Considerations

- Students returning from intermission will resume their studies at the start of the academic year except in exceptional circumstances. This is due to the high physical intensity of the training at CSB.
- By undertaking an intermission, a student accepts that amendments may be made to the programme curriculum and/or regulations during the period of absence and

agrees to abide by any such changes. Amendments to the curriculum will be discussed at the Return to Study Interview. In exceptional circumstances a programme may be suspended or closed during the period of suspension, in which case the measures outlined in the School's Student Protection Plan (SPP) will be applied.

- Students who have participated in or submitted assessments during the academic year up to the point of intermission shall receive marks awarded for those assessments already submitted. However, a student may be asked to repeat modules as part of their continued training, particularly if they have been away for a prolonged period of time.

5.5 Support and Access During intermission

During an Intermission the student will:

- a. Not be able to attend virtual and face-to-face classes or other scheduled contact time.
- b. Not be able to access the physical and virtual library resources unless prior agreement is given.

From the date of intermission until the intended date of return, the student will not be permitted, or required, to undertake any formal study. Informal arrangements that support a student's (phased) return to studies may be made in specific circumstances.

- Access to limited student support services may remain available during intermission, depending on Central's resources. Limited contact with Central staff members whilst on intermission will be maintained to enable relevant information to be communicated regarding the programme and to facilitate your potential return to the programme.
- From the date the intermission is approved the student must have returned all library and equipment loans and have copied all electronic files from their email and network accounts. The School is not responsible for any loss of data caused by a student not copying their electronic files off the network prior to completing their intermission. Students on intermission will keep their CSB e-mail address in order to communicate with the School.
- Following sign-off of the intermission, the student's School ID badge will be deactivated. The student will be required to provide contact details to cover the period of their intermission.
- In accordance with legal requirements in force at the time, students studying on a Student study route (previously called Tier 4) visa may be required to leave the country whilst on a period of intermission.

5.6 Conditions for returning to studies

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

- Where a student does not contact the School to schedule and undertake their Return To Study Interview, does not provide the required information and evidence to support a return, or subsequently does not return to their studies on the agreed date, they will automatically forfeit their place at the School and will be deemed to have permanently withdrawn.
- On the agreed Return To Study Interview date, a student must attend the interview, which will be attended by relevant staff members. The purpose of this interview is to assess the ability of the student to re-engage with their studies and the student will be required to provide supporting evidence to demonstrate that the circumstances leading to the intermission of studies have now been resolved. If a student does not attend the interview, then they may be deemed to have permanently withdrawn, as the School cannot indefinitely hold a place that could otherwise be filled by another student.

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

- The length of the period of intermission;
- What particular course content and training 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;
- 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 the proposed return, or whether these needs exceed the support the School can reasonably offer.

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 Evaluation**'). The ways in which the School evaluates this are one or more of the following:

- Participation in a ballet (and/or other) 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 evaluation with the Head of Medical and Wellbeing;
- 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 evaluation with the School's Medical and Wellbeing team will be required.

The outcome of the Return To Study Interview will be one of the following:

- (i) where there are any doubts of a student's ability to immediately reengage with their studies, a further intermission may be required (up to the maximum of two years in total)
- (ii) where there are serious doubts of a student's ability to continue with their studies in the foreseeable future, they may be required to withdraw permanently
- (iii) where the student is able to demonstrate that they are ready to continue in their studies, they will be reinstated from the intended date of return.

Where a student does return to their studies, the Registry and Admissions Manager will share the Returner's Form with the student. They will then progress to reinstate their formal student status and all associated actions taken, including the return of their ID card; the relevant funding authority will also be notified.

For international students who require a student visa, the process will take much longer as a new student visa application needs to be made by the student when your return has been confirmed.

6. Student chooses to withdraw

This part outlines Central's approach to Withdrawal from Studies when a student chooses to self-withdraw from or leave a programme. It is not intended to apply to students withdrawn for other reasons such as academic misconduct, academic failure, fitness to practice or disciplinary reasons.

If there are circumstances significantly impacting your ability to continue studying on your current programme, and an intermission of studies is not appropriate, then you may choose to notify Central that you wish to withdraw from your programme. The decision to withdraw is final and once completed, you are no longer considered a student of Central. You should be aware that withdrawing from a programme of study may have financial and visa implications and you should seek further information from Central.

Students who withdraw but wish to return will be required to apply through the standard admissions process.

6.1 The withdrawal process

1. Consultation: The student should meet with the he Director of Higher Education and/or the Head of Medical and Wellbeing or t to discuss their intention to withdraw and/or explore possible alternatives and understand the consequences of withdrawal.

2. Application: Submit a formal Withdrawal request using the Form via email to registry@csbschool.co.uk. Applications for Withdrawal from Studies will be confirmed by the Registry and Admissions Manager.

3. Confirmation: CSB will issue a written confirmation of withdrawal, detailing any final administrative actions required.

6.2 Financial Implications

- Tuition fees will be charged based on the date of withdrawal. Refunds will be processed according to CSB's FD or BA Fee policy.
- Students are responsible for notifying funding bodies and sponsors about their withdrawal.
- On the date of withdrawal all CSB bursaries will stop with immediate effect.

6.3 Academic Records

- Withdrawing students will receive a transcript of credits earned up to the date of withdrawal.
- Depending on the credits achieved, the student may be eligible for an Exit award qualification (e.g., Certificate of Higher Education). Where you meet the requirements for an exit award, you will be awarded this at the next available Board of Examiners.

6.4 Impact on Visa (for International Students)

- Students on a Student Visa must discuss this with Registry as soon as possible, as a withdrawal will affect a student's visa and sponsorship.
- CSB will notify UK Visas and Immigration (UKVI) of your withdrawal.

7. Complaints

7.1 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.

7.2 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/>