

APPENDIX D: INTERMISSION (INTERRUPTION OF STUDY)

It is important that you seek help if you are experiencing problems with your studies.

Please note that if you have not had permission to intermit, your fees will not be adjusted, and you will still be liable for your fees. The National Centre for Circus Arts 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 you feel you have a genuine need to take a break from your studies, go and see your Year Manager, the Student Support Manager or the Director of Academic Administration. The National Centre does not encourage students to take longer than normal to complete their studies but is willing to discuss this with you when there is good reason to consider an intermission. Whatever is decided, 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.

Intermission is normally granted for a complete academic year, or occasionally part of an academic year. The Director of Academic Administration will ultimately be responsible for authorising your period of intermission.

No intermissions will normally be granted after the last Friday of November in any academic year.

HOW TO APPLY FOR AN INTERMISSION

Students must complete the **Intermission Application Form** (available from 'forms' tab on Moodle) to obtain permission to intermit from the School.

Possible reasons for leave to intermit are:

1. **Personal** - family or personal reasons which prevent you from continuing your studies;
2. **Financial** - your financial situation prevents you from continuing your studies;
3. **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 your studies;
 - c) Illness, injury or extenuating circumstances, which have interrupted your studies.

Whatever the reason, you should provide evidence to the Student Support Manager. When the reason for intermitting is medical, the Student Support Manager will require that you provide 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.

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. An appropriate third party would be one who knows the student in a professional capacity or one who can verify the circumstances from a position of authority (e.g. Year Manager, teacher, GP, counsellor) and who is in a position to provide objective and impartial evidence. Letters from family members or fellow students will not be acceptable.

A FEW THINGS TO REMEMBER:

- We look for evidence of genuine need before granting intermissions. Intermission is granted for exceptional and/or unforeseen circumstances only.
- Intermitting does not reduce the number of terms you will spend at the National Centre, but due to the nature of circus training and the format of modules, you may be required to repeat terms already undertaken. It is your responsibility to check with our Finance Office and your funding body if you will be liable for tuition fees for additional terms spent at the National Centre or if there will be any restrictions to funding.
- Intermitting is intended to relieve you of a disadvantage, not put you at an advantage to other students.
- If you decide to apply to intermit, it is your responsibility to check with both the Higher Education office and your funding body what proportion of tuition 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 Higher Education office.
- If you have to leave 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 sponsor (any funding source) is informed.
- If you are a UK student then you 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 on <https://www.gov.uk/browse/education/student-finance>.
- If you are an international student you should also seek advice from the UK Borders Agency as there may be implications for your visa.

If you wish to intermit please download an Intermission Application Form from Moodle and hand it in to the Student Support Manager with all relevant supporting evidence and documentation.

Please note that it is the applicant's responsibility to ensure the form is submitted in good time.

RETURNING TO STUDY

Any student who wishes to return to the programme must take part in the first day of auditions to prove that they are still at the appropriate level of fitness to meet the physical demands of the programme. It is the responsibility of the student to contact the Higher Education administration team to confirm that they are ready to re-join the programme the following year, no later than the end of April so that they might be scheduled for an audition.