

Interruption & Withdrawal of Studies Policy

| | |
|--|--|
| Policy owner: | Northern School of Contemporary Dance: Leadership Team |
| Lead contact: | Head of Academic Registry & Compliance |
| Audience: | Applicants/Students/Staff/partners for Northern School of Contemporary Dance Courses of higher education |
| Approving body: | Northern School of Contemporary Dance: Senate |
| Date approved: | February 2025 |
| Policy Implementation date: | February 2025 |
| Supersedes: | NSCD Interruption of Studies Policy |
| Previous approved version(s) dates: | September 2022 |
| Review cycle: | Bi-annual |
| Next review due date: | July 2027 |
| Related Statutes, Ordinances, General Regulations | Validating Universities' Academic Regulations Equality Act 2010 |
| Related Policies, Procedures and Guidance: | Student Complaints, Student Engagement & Support through Studies, Academic Appeals Harassment, Sexual Misconduct & Related Behaviours, Learning Culture & Codes of Practice |
| UK Quality Code reference: | Quality Code Expectations for Quality; Advice and Guidance: Concerns, Complaints and Appeals |
| OfS Conditions reference: | C Conditions: Protecting the Interest of Students |
| Equality and Diversity Considerations: | Policy should be available in accessible format for all students. |
| Date Equality and Diversity Assessment Completed: | N/A |
| Further information: | |

| | |
|---|----------|
| INTERRUPTION & WITHDRAWAL POLICY | 3 |
| 1. Introduction | 3 |
| 2. Scope & Principles..... | 3 |
| 3. Definitions | 3 |
| 4. Interruption Policy..... | 3 |
| 4.1 Eligibility and Duration | 3 |
| 4.2 Process for Requesting Interruption | 4 |
| 4.3 Financial Implications | 4 |
| 4.4 Academic Considerations | 4 |
| 4.5 Support During Interruption..... | 4 |
| 5. Withdrawal Policy..... | 4 |
| 5.1 Process for Withdrawal | 4 |
| 5.2 Financial Implications | 5 |
| 5.3 Academic Records..... | 5 |
| 6. General Considerations | 5 |
| 6.1 Impact on Visa (for International Students) | 5 |
| 6.2 Re-enrolment After Withdrawal..... | 5 |
| 7. Support and Advice | 5 |
| 8. Responsibilities | 6 |
| 9. Communication of Policy | 6 |
| 10. Complaints | 6 |
| 11. Key contacts | 7 |
| 12. Appendices..... | 7 |

Interruption & Withdrawal Policy

1. Introduction

This policy outlines the process and implications of Interruption (temporary suspension of studies) and withdrawal (permanent termination of studies) for Higher Education (HE) students. 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 Interruption or withdrawal of studies for students on Higher Education courses at NSCD.
- 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 Visa & Immigration and Exit Awards where a student can seek support.
- 2.4 Reasons for Interruption 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 or dissatisfaction with the course.

3. Definitions

- **Interruption:** A formal break from studies, typically lasting up to one academic year, after which the student intends to resume their course.
- **Intermission:** This is often used within Higher Education as an alternative word to 'interruption'.
- **Withdrawal:** A formal decision to permanently leave the course and terminate enrolment with the institution.

4. Interruption Policy

4.1 Eligibility and Duration

- An Interruption of Studies is available to students who are meeting academic and institutional requirements and have completed at least one term of study, unless exceptional circumstances apply.

- The maximum duration for Interruption is one academic year. Extensions may be granted in exceptional circumstances.

4.2 Process for Requesting Interruption

1. **Consultation:** The student should meet with a tutor, Head of Faculty or member of the Student Support team to discuss their intention to intermit and explore possible alternatives.
2. **Application:** Submit a formal Interruption request form via email to: quality.office@nscd.ac.uk
3. **Approval:** The application will be reviewed by the Quality Office, and the student will be notified of the decision in writing.
4. **Return to Studies:** Students must confirm their intention to return no later than the end of the May before the start of the academic year. Where a student interrupts studies due to medical reasons they will be required to provide a medical certificate to confirm it is safe to return to studies.

4.3 Financial Implications

- Tuition fees will be recalculated based on the date of Interruption, and any refunds or adjustments will follow the NSCD's Tuition Fee policy.
- All future years of study will be charged at the full fee.
- Students should consult Student Finance or other funding bodies to understand the impact on loans, grants, or sponsorship.
- On the date of Interruption of Studies all NSCD Financial Assistance bursaries will stop with immediate effect.

4.4 Academic Considerations

- Students returning from Interruption will resume their studies at the start of the academic year unless in exceptional circumstances. This is due to the high physical intensity of the training at NSCD.
- Any changes to the curriculum during the Interruption period will be communicated.

4.5 Support During Interruption

- Access to limited student support services, such as wellbeing or career advice, may remain available during Interruption.

5. Withdrawal Policy

5.1 Process for Withdrawal

1. **Consultation:** Students are encouraged to meet with a tutor, Head of Faculty or member of the Student Support team to discuss alternatives and understand the consequences of withdrawal.
2. **Notification:** Submit a formal withdrawal request, outlining the reasons for withdrawal. This should be submitted by email to: quality.office@nscd.ac.uk

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

5.2 Financial Implications

- Tuition fees will be charged based on the date of withdrawal. Refunds will be processed according to the NSCD Tuition Fee Policy.
- Students are responsible for notifying funding bodies, sponsors, or employers about their withdrawal.
- On the date of withdrawal all NSCD Financial Assistance bursaries will stop with immediate effect.

5.3 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 a fallback/Exit award qualification (e.g., Certificate or Diploma of Higher Education).

6. General Considerations

6.1 Impact on Visa (for International Students)

- Students on a Tier 4/Student visa must discuss this with the Quality Office as soon as possible, as Interruption or withdrawal will affect a student's visa and sponsorship.
- NSCD will notify UK Visas and Immigration (UKVI) of any changes in enrolment.

6.2 Re-enrolment After Withdrawal

- Students who withdraw but wish to return will normally be required to apply through the standard admissions process.
- Credit from prior studies may be considered, subject to academic regulations.

7. Support and Advice

Students considering Interruption or withdrawal are encouraged to seek support from:

- **Heads of Undergraduate / Postgraduate Faculty:** For guidance on academic implications.
- **Student Support Services:** For support and wellbeing advice.
- **Finance Office:** For information on tuition fees, refunds and financial advice.

8. Responsibilities

- 8.1 NSCD has a responsibility to abide by and promote the principles in this policy and ensure students are offered academic and wellbeing support to support them in making the decision to intermit or withdraw.
- 8.2 NSCD's Senate Committee will be responsible for:
- Overseeing the continuing application and development of this policy
 - Collating and analysing appropriate data relating to student retention
- 8.3 The Quality Office will be responsible for updating student records on Student Record Systems, the VLE and timetabling system, processing any relevant exit awards, and informing NSCD staff on all information relating to student registrations.
- 8.4 The Finance Department will be responsible for updating the relevant student finance portal (i.e. SfE or SAAS).
- 8.5 The Admissions Manager will be responsible for updating the UKVI SMS for all matters relating to student visas.

9. Communication of Policy

- 9.1 This policy will be available on the NSCD Virtual Learning Environment and public website on the Higher Education Student Policy page.
- 9.2 NSCD will endeavor to provide documents in different formats if requested by applicants, staff and students.

10. Complaints

- 10.1 Students who wish to make a complaint regarding The Interruption and Withdrawal Policy should seek resolution through the complaints procedure if unable to be resolved through informal means.
- [Student Complaints Policy & Procedures](#)
- 10.2 Students dissatisfied with the decision regarding Interruption or withdrawal may appeal in line with the NSCD's Academic Appeals policy, where relevant.

11. Key contacts

| Name | Role | Email |
|------------------|--------------------------------------|--|
| Quality Office | Policy Oversight | quality.office@nscd.ac.uk |
| Student Services | Student Support or general enquiries | studentservices@nscd.ac.uk |

12. Appendices

- The Interruption Form is available for download here:
<https://www.nscd.ac.uk/wp-content/uploads/2022/09/Interruption-of-Studies-Request-form.docx>