

# LAINÉ

THEATRE ARTS

## **Policies**

Intermission Policy and Procedures

# INTERMISSION POLICY AND PROCEDURE

## WHAT IS INTERMISSION?

The following policy applies to the BA (Hons) Musical Theatre, Trinity Level 6 Diploma in Professional Musical Theatre and the one-year Foundation Diploma in Dance and Musical Theatre. Students wishing to intermit from their study on the BA (Hons) Top-up Degree should speak to the Course Leader for further guidance.

Intermission is where the College agrees to allow a student to take time out of their studies for an agreed length of time (typically no longer than one academic year). Intermission may either be suggested by the College or requested by the student. The College views intermission as an interruption to the continuity of a student's training which, in some cases, may impact their longer-term progress. Permission to intermit is therefore granted in exceptional circumstances only, and on a case-by-case basis. Please see Stage 4 of the College's Fitness to Study Policy for further information on intermission where concern is raised over a student's ability to engage with their course of training due to ill health or personal circumstances. The following are examples of circumstances that could be grounds for intermission:

- physical or mental ill health;
- severe financial hardship;
- emotional/personal difficulties eg. Bereavement;
- where a student's disability comes to light for the first time;
- inability to meet progression requirements before the start of the academic year;
- other serious circumstances which the student could not foresee;

The circumstances surrounding a student's request for intermission are confidential, though documentary evidence may be required to support your request.

## **STUDENT-INITIATED INTERMISSION**

If a student wishes to intermit, it is expected they seek advice from their course leader and student services who can offer confidential support on the practical and financial implications of temporarily withdrawing from their programme of study.

Intermission requests should be submitted to the Head of Student Services using the 'permission to intermit' form, located on pages 3 and 4 of this document.

Where the Head of Student Services believes that circumstances of an intermission request fall within the scope of the College's Fitness to Study Policy and/or the student is already being supported through the implementation of this policy, the 'stages of action' outlined within it will be used as the main basis for arriving at an outcome. This may mean the College either approves the request to intermit, or decides that an alternative course of action or support is more appropriate for the student (see possible outcomes of stage 4).

Where the circumstances of an intermission request do not fall within the scope of the Fitness to Study Policy, the College will convene an intermission review panel, comprising the Director of Studies, Head of Student Services, the Course Leader and the Admissions Officer. The outcome will be relayed to the student within ten working days of the date at which the panel review the request.

## **COLLEGE-INITIATED INTERMISSION**

The College will only recommend intermission as an option upon if it is the recommended outcome of stage 4 of the Fitness to Study procedures, as detailed in the Fitness to Study Policy, or in other exceptional circumstances.

## **THE RIGHT TO APPEAL**

If you are dissatisfied with the outcome of your request to intermit, you have the right to appeal to the Principal. Your appeal should be submitted to [mattcole@laine-theatre-arts.co.uk](mailto:mattcole@laine-theatre-arts.co.uk) within 10 days of receiving the

recommendation and may include additional/alternative supporting evidence. The Principal will investigate your appeal and you will be sent a letter notifying you of the decision within 30 days of the receipt of your appeal. The Principal's decision is final, and this will complete the College's intermission procedures.

## **INTERMISSION PROCEDURES AND FEE LIABILITY**

It is important that you seek help if you are experiencing problems with your training. If you feel you have a genuine need to take a break, you should contact your course leader and student services.

Intermission is not a decision to be taken lightly and should only be used in exceptional and/or unforeseen circumstances. There may be other ways to help you with the difficulties you are experiencing that the College can support.

If a period of intermission falls within a single academic year, i.e. if both the start and the end date are within the same September-July Period, full fees will still be due.

Fee arrangements for DaDA students will be considered on a case-by-case basis. If a period of intermission crosses two separate academic years (i.e. if a student starts their intermission in one academic year and re-joins on or after the start date of the following year), fees will be paused until the student re-joins the College, from which point payment will be taken as usual.

If you decide to withdraw from the College during your agreed intermission period you will revert to a 'leaver' and tuition fees will be due in line with the College's notice period in line with the notice period stated in your contract.

**Please Note:** It is the fee payers responsibility to contact the accounts department to discuss settlement of any outstanding fees.

## **HOW TO REQUEST AN INTERMISSION**

Typically, intermission will be for one of the following reasons:

1. **Personal** - family or personal reasons (other than illness), which prevent you from continuing your studies;
2. **Financial** - your financial situation prevents you from continuing your studies;

### **3. Medical**

- 3.1 absence from the College due to medical or emotional reasons;
- 3.2 illness which is having a negative impact on your studies;
- 3.3 illness which has interrupted your studies.

## **APPLICATION TO INTERMIT**

### **Process**

Due to the nature of the training at LTA, permission to intermit is only granted in exceptional circumstances. Factors influencing the College decision will include which year of study you are currently in, and what point you are at, academically, within that year. The College views intermission as an interruption to the continuity of a student's training which, in some cases, may impact their longer-term progress. Permission to intermit is therefore granted in exceptional circumstances only, and on a case-by-case basis and is likely to result in a student repeating a period of study. Permission to intermit is not usually granted more than once within the entire duration of a student's course.

Students hoping to intermit must complete the 'Permission to Intermit' form found on pages 3 and 4 of this guidance. If you have to leave the College quickly for medical reasons, try to ensure 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.

All intermissions must follow the process laid out in the College's Admissions Policy. This is so that we can ensure that you are aware of the practical and financial implications of intermission and are supported at the point of intermission and at the point of return. It will also allow us to keep your records updated. Once you have completed the form you must return it to the Head of Student Services. Your intermission will be recorded from your last date of attendance. The last date of attendance is defined as the last date that you attended your course.

## **Submission of evidence**

Whatever the reason, you should provide evidence to the Head of Student Services. When the reason for intermitting is medical, you should provide medical evidence. The letter or statement should fulfil the following requirements:

- be written on headed notepaper giving the name and contact details of the provider.
- include a signature (where an electronic copy is sent to the student from the healthcare provider, the student should include the original email and attachment as this can be accepted as an electronic signature).
- relate specifically to the dates and duration of the illness or incident.
- contain a clear medical diagnosis or opinion provided by an appropriately qualified practitioner (where applicable).
- give details of the impact of the illness or incident on the student and, where known, on their academic performance.
- provide documentary evidence confirming any other relevant extenuating circumstances, as appropriate.

In some circumstances it can be difficult or inappropriate to obtain a letter or statement as laid out above. For example, where a student has been affected by the illness or personal circumstances of a relative or close friend. In these types of situations, supporting letters or statements from family members, friends, senior tutor or fellow students are acceptable in the first instance.

In cases of bereavement, students may wish to provide a death certificate as supporting evidence to confirm the death of a family member or a close friend, however, this is not essential. A statement from a student, with a supporting letter from a family member, friend or personal tutor is sufficient and may provide better information than a death certificate.

If submitting third-party evidence, please remember to obtain the permission of the third party.

## **RETURNING FROM INTERMISSION**

You will be required to engage with the College at set 'monitoring points' throughout the period of your intermission. These monitoring points are essentially 'keeping in touch' meetings that are designed to ensure you are able to maintain an open dialogue with the College, offer both yourself and the College the opportunity to discuss your progress, and prepare you for returning to training after your intermission. As the point of return gets closer, you will be asked to complete a 'return to study' questionnaire; and attend a re-orientation day at the College.

## **A FEW THINGS TO REMEMBER**

- We look for evidence of genuine need before confirming intermissions. Intermission is intended for exceptional and/or unforeseen circumstances only.
- You will return at an agreed point in time and will be expected to take all assessments from the point of return.
- If you decide to apply to intermit, it is your responsibility to check with the Finance Office what proportion of tuition fees will be charged and whether you are liable for any repayment.

## PERMISSION TO INTERMIT FORM

### PART 1 - TO BE COMPLETED BY THE STUDENT

1	First name	
2	Surname	
3	Course	
4	Year	
5	Student email address	
6	Planned last day of attendance	
7	Period for which you wish to intermit	
8	Please state your reasons for applying for intermission (continue on a separate sheet if necessary)	
9	Please provide evidence of your need to intermit. When the reason for intermitting is medical, you should provide medical evidence. Please see the process guidance document for information about which type of evidence is acceptable. Please list the evidence you are attaching	
10	Please read and sign the following statement: I have provided all of the required documents and confirm the information I have provided is complete and true. I understand that you will use the information provided to process my request. My application, including the documents submitted, may be seen by a small number	

	of people within the College in order to assess the application. The College may take steps to verify the authenticity of evidence submitted. The College may take steps to verify the authenticity of evidence submitted.	
11	Signature	
12	Date	

**PART 2 - TO BE COMPLETED BY THE COLLEGE**

1	Comments	
2	Please read and sign the following: I confirm that the student has been made aware of the financial implications of intermission. I confirm intermission granted for the period below.	
3	From (date)	
4	To (date)	
5	Signature	
6	Date	

## DOCUMENT CONTROL

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