

Request for Intermission

Intermission is available in periods of terms/semesters up to a maximum of one year in total for students studying on a full-time course offered by Nelson College London.

The maximum period of intermission is set at a point at which the student registers and lasts till the full length of the programme.

The minimum period of intermission is one term/semester. The intermission must start from the term/semester start date. (Even if the request for intermission is made after the term/semester has started). The student must resume their studies in the beginning of a term/semester.

Approval for further periods of intermission will only be granted in exceptional circumstances

Section A (To be completed by the student)

Student Name:		Student ID Number:	
Programme/Course		SFDU/CRN No:	
Telephone No:		Email address:	
Address Whilst Intermitting:			
Previous Intermission Granted?			
Original Duration of Course:		Current Year of Study:	

Intermission Requested for: *(It must be for a whole term/semester).*

Start date:

End Date:

Resumption Term/Semester:

Reason for Intermission:

Health

Personal

Academic

Financial

Maternity other (please state below):

Funding Status:

Self-funded Student Loans Company (SLC)

If funded by the Student Loans Company, the reasons and evidence for the intermission may/will be made available to SLC.

Please ensure to attach the copies of medical certificates etc. before submitting the form to the relevant administration offices listed as follows at Nelson College London.

- LMU Programmes: LMU Administration Department at Gants Hill Campus
- Pearson Programmes: Administration Department at either Gants Hill / Ilford Campus
(where you are studying the course)

Signed (Student)	PRINT:	Date:	
	SIGNATURE:		

Section B: (To be completed by the Academic Manager)

I approve the application for the period of Intermission as indicated above:

Signed (Academic Manager)	PRINT:	Date:	
	SIGNATURE:		

Section C: (To be completed by the Academic Manager (Pearson Programmes) / Head of Programme Delivery (LMU Programmes))

I approve the application for the period of Intermission as indicated above:

Signed	PRINT:	Date:	
	SIGNATURE:		

Once completed, please hand in/post this form to the relevant administration departments.