

Intermission form (2025-26)

This form must be completed by students studying for The Open University awards at South Essex College who wish to interrupt their programme of studies. Students must consult their Programme Leader – please see your programme handbook for details.

Once you have discussed your request with your Programme Leader and sign it off by them, the signed form should be emailed to HEWithdrawals@southessex.ac.uk

Once received an acknowledgement will be emailed to you.

Deadline for Intermitting

Deadline for intermission requests is 4.30pm on Friday 13th March 2026

Current Academic Year	2025/26
Student Identification Number	
Full Name	
School	
Programme of Study	
Year of Study	
Address for correspondence	
What will be/was the last date you attended prescribed instruction (lectures, tutorials, classes etc)?	

What is the main reason for your intermission? Please provide details below - you may prefer to attach an explanatory letter. (Please attach any necessary supporting documentation, where relevant)

When do you propose to return from your period of intermission? (Intermission is usually for one academic year with return being in September of the next academic year):

Are you intending to return to the same course and year of study? Check box below

YES ☐

NO ☐

If no, please give details in space below:

Intermission requests must be discussed with your course Programme Leader. Please see programme handbook. It may also be helpful to talk to staff from respective department or Higher Education Student Support.

Please indicate with whom you have discussed your situation in the space below:

☐ Please check this box if you would like any modules which you have completed during this academic year to be considered at the examinations board in July?

Please note there are possible funding implications and also if these modules have been affected by extenuating circumstances there may be implications; we recommend that you discuss this with Student Support services.

Please provide module code and module titles of any modules you would like the examinations board to consider in the space below:

☐ Please check this box if you would like permission to use library facilities during the period of intermission.

Please state the reason below:

If you are an international student and have a United Kingdom Tier 4 Student Visa, it is very important that you are aware of the immigration rules and requirements that apply to you. Please visit <http://www.ukba.homeoffice.gov.uk/>

Please ensure that you check what action you need to take and if you are able to remain in the UK. If you are currently sponsored under a Tier 4 Student Visa the College will report changes in your planned study to the United Kingdom Border Agency.

☐ Please tick this box to confirm that you have read and understood the immigration conditions.

Consent for the release of information – home/European union students with student finance England
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Providers are required to inform Student Finance England when students leave their programme of study either temporarily or permanently. In order for the Local Authority or the Department for Education and Skills (DfES) to assess your entitlement to repeat funding they need to be informed about extenuating circumstances which have affected your studies this year.

We will not pass on any personal information without your consent. However you should be aware that if you choose not to give your consent your Local Authority may not be able to assess your eligibility to receive fee support for repeat periods of study.

I hereby agree to the College holding the personal data provided by myself on this form, for the purposes of processing my application only, and in accordance with the College's notification under the 2018 Data Protection Act.

I DO/DO NOT give consent for personal information to be passed to the Local Authority /Department for Skills and Education. .

Name	
Date	
Signed	

For use by programme leader only

Intermission – recommendation of approval by programme leader	
Please comment on support for intermission	
Name	
Signature:	
Date:	

Please ask your Programme Leader to sign this form. When fully completed and signed please return to HEWithdrawals@southessex.ac.uk

College Office Use Only	
Approved by Head of School	
Name	
Signature	
Date	
Condition Imposed for return / Reason	

Contacts

Programmes	Head of Teaching and Learning	Curriculum Head – ITE and Access	Programme Leader
Professional Graduate Certificate in Education (PgCE)	Aimee Bose aimee.bose@southessex.ac.uk	Anne Tohill anne.tohill@southessex.ac.uk	Chris Brooks Chris.Brookes@southessex.ac.uk
Certificate in Education (Cert.Ed.)			