

INTERCALATING FORM

This form must be completed by students studying for **University of East Anglia 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 HEWithdrawal@southessex.ac.uk Once received an acknowledgement will be emailed to you.

DEADLINES FOR INTERCALATING

Deadline for requests is Thursday 28th March 2024

Current Academic Year	2023/24
Student ID No.	
Full Name	
Programme of Study	
Year of Study (Please select/tick/circle)	<input type="checkbox"/> FIRST <input type="checkbox"/> SECOND <input type="checkbox"/> THIRD
What will be/was the last date you attended prescribed instruction (lectures, tutorials, classes etc)?	
What is the main reason for your intercalation? 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 intercalation? (Intercalation 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? ☐ YES ☐ NO
If no, please give details:

Intercalation requests must be discussed with your course Programme Leader. Please refer to the Notice to Intercalating Students. It may also be helpful to talk to staff HE Student Support hesupport@southessex.ac.uk

Please indicate with whom you have discussed your situation:

☐ **Please tick 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:

☐ **Please tick this box if you would like permission to use library facilities during the period of interclation.**
Please state the reason why here:

If you are an **international student** and have a UK 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 UK Border Agency.

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

CONSENT FOR THE RELEASE OF INFORMATION – HOME/EU STUDENTS WITH STUDENT FINANCE ENGLAND

Providers are required to inform Student Finance England when students leave their programme of study either temporarily or permanently. In order for the LA or the 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 LA 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 1998 Data Protection Act.

☐ I give consent for personal information to be passed to the LA/DfES.

Date

Signed

INTERCALATION – PROGRAMME LEADER

Name

Signature

Date

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

FACULTY CONTACTS

20-21 Programmes	Programme Partnership Manager	Programme Leader
C602 BSc (Hons) Exercise, Health & Sports Performance	<p>Steve Bright Steve.Bright@southessex.ac.uk </p>	<p>Matt Hunt Matt.Hunt@southessex.ac.uk </p>
LF64 BSc (Hons) Criminology and Forensic Investigation		<p>Angela Morrissey Angela.Morrissey@southessex.ac.uk </p>
B940 BA (Hons) Counselling		<p>Natalie Lister Natalie.Lister@southessex.ac.uk </p>
X310 BA (Hons) Early Years Education		<p>Maria Cruickshank Maria.cruickshank@southessex.ac.uk </p>
L340 BSc (Hons) Psychology and Sociology		<p>Ashleigh Collins-Quirk Ashleigh.Collins-Quirk@southessex.ac.uk </p>
X161 BA (Hons) Special Education Studies		<p>Guy Olivier Guy.Olivier@southessex.ac.uk </p>

FACULTY OF HE TEAM USE ONLY

APPROVAL BY PROGRAMME PARTNERSHIP MANAGER

Name :

Signature :

Date :

Condition Imposed for Return/Reason:

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CMA COMPLIANCE & INFORMATION MANAGER (HE)

Check whether the student can complete within maximum period for award.
Are there grounds for extending the maximum period? ☐ YES ☐ NO

Signature

Date