

Request for Intermission

Intermission is available in periods of terms/semesters up to a maximum of one year in total (during the period of a student’s studies) for full-time students. Minimum period of intermission is one term/semester and the intermission must start from the term/semester start date whether the request for intermission is made after the term/semester has started. The student must join back 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 Loan Company

If funded by the Student Loan Company, the reasons for the intermission may/will be made available to the SLC. This will include the supply of medical evidence in support of requests for a) awards to be held in abeyance and b) for extensions of the submission date. Please ensure that copies of medical certificates etc. are attached to this form before forwarding to the London Met Student Administration Office.

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 Head of Programme Delivery)

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

Signed (Head of Programme Delivery)	PRINT:	Date:	
	SIGNATURE:		

Once completed, please hand in/post to:

Administration Department at Gants Hill or Ilford campus.