



UNIVERSITY OF CAMBRIDGE

Institute of Continuing Education

INTERMISSION TERMS AND CONDITIONS

If circumstances arise which cause you to consider intermitting from your course, it is important to discuss them first with your Course Director and/or Academic Director who may be able to offer you guidance and support. For pastoral support please email [Deputy Director, Academic Centres Division \(Student and Professional Services\)](#)

To request an intermission, please complete and submit the [Intermission Request Form](#). If you require a copy of this form in an alternative format please contact the [Disability team](#). You may be asked to provide documentary evidence to support your claim.

Applications to intermit will be reviewed by the Head of Human Resources, Governance and Administration and the decision will be communicated to you via your Course Administration team.

Intermitting students are required to accept the terms and conditions below:

- You will be required to return to your studies at the point at which you left. If you left part way through a unit it is possible to re-start that unit again upon returning to your studies.
- If you have received permission to intermit, you will be expected to return to study at the first available opportunity. Intermission can be carried forward to the next presentation of the course which is normally one academic year later but may be less frequent. Please contact your Course Director or Course Administration team for details on when courses will run.
- You would not normally be permitted to intermit from a programme more than twice, and this would be in exceptional circumstances only.
- If you are granted an intermission, your course fee payments will be suspended and resumed when you return to your studies. If you have paid your course fees in full, ICE will retain the fees until you return to study, or you can request a refund for the units you have not studied and payment will be resumed on your return. For this purpose any requested refund of fees units not studied will be deemed to be those for which no teaching has been received. Teaching includes access to the Unit VLE or attendance at teaching sessions. Payments will be due one month prior to your re-enrolment on the VLE course space..
- When you return from a period of intermission you may be required to pay the course fees active at the time of your return.
- ICE is committed to making every effort to enable you to complete your studies. Although we cannot always guarantee that particular courses will be identical in content or repeated in the same format, we will discuss study options with you before you are due to return to your studies to ensure that you are able to complete your course.
- You are obliged to contact your Course Administration team to confirm your return to the course at least two months prior to your scheduled return and to request information regarding the payment of any difference in fees.

- Before you return to study you will be offered a meeting with your Course Director who will be able to offer you pastoral support.
- You will be subject to the ICE policies and procedures active at the time of your return.

When you intermit, your access to the Virtual Learning Environment (VLE) for the unit(s) you have completed will be reduced to a read-only status and your access to the unit(s) from which you are intermitting will be suspended until your return to the course, when you will have full access again.

If you are not in a position to return to study at the scheduled return date you may apply for a second intermission, however, a second intermission is rare and would only be granted in exceptional circumstances.