



ICHAS

Section 8 - Student Supports

Subject:	Procedures associated with Student Leave or Temporary Suspension of Studies		
<i>Date Approved by Board of Directors:</i>			July 2019
Policy Version	1/2019	Date due for Revision	February 2024
Parent Policy	Policy on Student Leave or Temporary Suspension of Studies		

INTRODUCTION

Student initiated interruption of studies can be a formal withdrawal from studies, in which case the interruption of studies is permanent or alternatively the student has the option of availing of a period of leave temporarily, with the firm and stated intention of returning. The following procedures relate to a temporary Suspension of Studies.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Student	Makes formal request for voluntary suspension
Registrar	Initial Conversation around the period of leave Reach agreement on the request
Programme Director and Director of Studies	Discuss request with Registrar Agree terms of leave with the student in consultation with the Registrar
Vice President (Academic Affairs)	Oversees requests and processes of requests for voluntary suspension of studies

PROCEDURES

The following procedures relate to situations where a learner wishes to apply for Leave or Temporary Suspension of Studies

1. Learners wish to take a temporary leave or suspension of studies should firstly meet with the Registrar to discuss their options and needs and also plans while on leave and to work out any conditions that may be necessary for a smooth return to College.
2. Each request for suspension of study is considered individually taking into account the particular circumstances of the student.

3. A request for a suspension of study must be made by the student or their proxy and must be accompanied by any relevant supporting documents (medical evidence or correspondence as appropriate).
4. Written requests for Suspension of Studies are forwarded to the Registrar, who consults with the Programme Director and Director of Studies in relation to the case.
5. In cases where the accompanying documentation is not considered adequate to make a decision on the best course of action for a student, the College may wish to request and consider supplemental information from other relevant sources before agreeing to recommend a suspension of studies.
6. If additional or supplemental evidence is to be sought, the college has to consider what is reasonable with respect to a student's particular circumstances.
7. Suspension of studies, if considered in the learner's best interest and warranted, is only granted for a defined period. The length of the period of suspension granted should match, as closely as possible, the time required by the circumstances that necessitate the suspension.
8. A period or periods of suspension cannot total no more than 12 months throughout a programme of study unless a specific extension to the period of suspension has been agreed.
9. The student's period of study for the programme on which they are registered, is paused whilst they are suspended and recommences on their return to study.
10. Learners granted leave are not permitted to attend classes or avail of College services while their leave is in effect.
11. Suspensions cannot be backdated by more than one month from the date of the request for suspension of studies.
12. International learners have to be advised that any change to student status, such as a suspension of study will effect immigration status and that the College is required to report any changes in status to the Immigration Services.
13. The criteria for a return from suspension of studies and any change in the status of the student, through transfer to another programme for example, has to be set out and agreed by relevant parties (at the point of suspension and the agreement formally recorded and sent to the student).
14. If circumstances change during the period of suspension then it may be appropriate for the criteria to be revisited, in consultation with the relevant parties.
15. The Registrar has to confirm in writing to the learner involved that the suspension of study has or has not been allowed and where it has, and any conditions that need to be fulfilled for return.
16. Any support arrangements, and the associated responsibilities of the student and the College, have to be clarified and agreed by the relevant parties prior to the learner's return and should be of a level that they are able to engage with and meet the requirements of the programme.
17. The college has to make suitable arrangements to accommodate the student if there have been significant changes to the programme during the period of suspension that will enable the student to complete their studies.

18. If a student is unable to return on the agreed date, they can seek further approval to extend their period of suspension. An extension of up to 12 months to the period of suspension may be granted in exceptional circumstances
19. A student for whom the agreed period of suspension becomes insufficient has to withdraw from the programme and, if they wish, reapply at a later date, requesting that the existing credit points are recognised as prior learning

Linked Policies and Procedures or Statements

Linked Policies	Policy on Student Leave or Temporary Suspension of Studies
Linked Procedures	

