

3.12 Procedure for a return from a break in studies

3.12.1 Introduction

The college will consider requests to return from a break in studies from former learners if the period of time since their last registration does not exceed five years prior to the request. Former learners who have been academically withdrawn from the college may be considered for a return from a break in studies provided that their last registration with the college is not less than three years and does not exceed five years. A former learner whose most recent registration is greater than five years prior is not eligible for a return from a break in studies. All such former learners are required to re-apply for the programme through the Admissions Office. Return to study will not be permitted in cases where the former learner has been permanently excluded from the College.

3.12.2 Objective

This procedure provides for the return to study of former learners of the College.

3.12.3 Scope

This procedure applies to requests to return to study following a break in studies by former learners of the College.

3.12.4 Responsibility for implementation

- Head of Academic Administration
- Head of Faculty
- Quality Assurance and Enhancement Sub-Committee (QAES)
- Registration Office

3.12.5 Procedure

Former learners eligible to return from a break in studies must formally request such in writing to the Faculty, who will consider all such requests on a case-by-case basis. In the case of non-EEA former learners, the Faculty should seek and consider the advice of the Global Engagement Office. If the learner's request is approved, the Head of Faculty will submit a [Learner Record Amendment Form \(LRAF\)](#).

The Faculty will review the prior learning of those former learners who request a return from a break in studies. Prior learning will be mapped to the current programme and a study plan will be determined. Agreement by the Faculty to allow a return from a break in studies is conditional on the learner accepting the study plan as determined by the Faculty. Such plans may also prescribe appropriate conditions for attendance and engagement on the part of the learner.

Former learners whose most recent prior registration exceeds five years and who have not been permanently excluded from the college are required to apply for the programme *ab initio*. Exemptions for completed modules may be considered provided that the Faculty can establish the currency of the learning with reference to the current academic year.

Former learners who have been academically withdrawn must be able to demonstrate changed circumstances and/or relevant additional learning (formal or experiential) in the intervening period that could support a decision that they are now likely to be successful in their studies.

3.12.5.1 Request

- Eligible candidates as provided for above should write to the Head of Faculty seeking a return from a break in studies.
- Any issues in relation to fitness to study/practice must be resolved before any request to return from a break in studies will be considered.
- Any outstanding fees must be paid in full before any request for a return from a break in studies will be considered.
- Approval of a request, if granted, is valid for a maximum of 6 months from the date of the decision.

3.12.5.2 Completion

Where a learner is permitted to return to a programme with exemptions, a [Learner Record Amendment Form \(LRAF\)](#) form is completed and sent to the registration officer with relevant documentation.
