Leave to Intermit Application Form

Part I – to be complete by the student

|  |  |  |
| --- | --- | --- |
|  | Preferred Name |  |
|  | Surname |  |
|  | Kent ID |  |
|  | Current Stage |  |
|  | Course of Study |  |
|  | Student Email |  |
|  | Division |  |
|  | School |  |
|  | Please indicate your (planned) last date of attendance at classes |  |
|  | Please indicate the period for which you wish to intermit (1 whole academic year or 2 terms) |  |
|  | Please state the reasons for applying for intermission (continue on a separate piece of paper if necessary). |  |
|  | You should provide evidence of your need to intermit. When the reason for intermitting is medical, you should provide medical evidence. Please see the process guidance document for information about which type of evidence is acceptable.  Please list the evidence you are attaching. |  |
|  | Please read and sign the following statement:  I have provided all of the required documents and confirm the information I have provided is complete and true. I understand that you will use the information provided to process my request. My application, including the documents submitted, may be seen by a small number of people within the University in order to assess the application. The University may take steps to verify the authenticity of evidence submitted. The University may take steps to verify the authenticity of evidence submitted. I understand that if I am sponsored by the University as a Tier 4 / Student visa student and I intermit from my studies for longer than 60 days or fewer than 60 days, but will not be able to complete my programme of study within my current grant of leave, then the University has a duty to report the intermission to UK Visas and Immigration and I will have to make arrangements to leave the UK. | |
|  | Signature |  |
|  | Date |  |

Part II – To be completed by the Division

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| 1. | Comments |  |
| 2. | Please read and sign the following:  I confirm that the student has been made aware of the financial and visa implications of intermission.  I confirm that the student has been advised about what steps to take to return from intermission.  I confirm intermission granted for the period below (1 academic year / 2 terms). | |
|  | From (date) |  |
|  | to return (date) |  |
| 3. | Signature |  |
| 4. | Date |  |