

PACE Intermission Procedure

2026-27

This procedure applies to non-matriculated students enrolled on award bearing courses offered by the Institute of Professional and Continuing Education (PACE).

Intermission

We recognise that a variety of external factors can affect your ability to study part-time and where possible we will try to enable you to continue or complete your studies when you are able to do so.

In cases of particular and unforeseen difficulty, such as serious illness — your own or that of a close family member — or an unexpected change in personal circumstances, you may request to intermit, i.e. to take a break from your studies and return at a later date to complete them.

If circumstances arise which cause you to consider intermitting from your course, it is important to discuss them first with your Course Director who may be able to offer you guidance and support. You may also wish to discuss this with the Student Support Team. Intermitting may affect your funding, so it is important you discuss your options with the Course Administration team.

To request to intermit please complete and submit the online [Intermission Request Form](#). If you require a copy of this form in an alternative format, please contact the Student Support team. You will be asked to provide documentary evidence to support your intermission request. If you are studying on more than one course with us then please complete a form for each course you are enrolled on.

Applications to intermit will be reviewed and the decision will be communicated to you via your Course Administration team.

Applications to intermit can be backdated by one calendar month or to the start of the current unit of teaching, whichever is longer.

Intermission during the **first** term will only be approved in exceptional circumstances and cannot normally be used as a way of deferring admission. Students will normally be required to withdraw and reapply.

Terms of intermission for maternity or paternity leave do not count when calculating whether students have intermitted for the maximum period permissible.

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

You will normally be required to return to your studies at the equivalent point to which you left, except under exceptional circumstances.

If you have received permission to intermit, you will be expected to restart your studies at 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 once, 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, PACE 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 for 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 will be required to pay any difference in the course fees at the time of your return (pro rata/per term). If the course only runs on alternate years, you will only be charged half of the difference in fee at the time of your return.

PACE is committed to making every effort to enable you to complete your studies and we will discuss study options with you before you are due to return. However, we cannot guarantee that courses will be identical in content, repeated in the same format, or necessarily run again.

You will receive an email reminder two months before you are due to return to your course. You will be directed to a form to confirm whether you wish to return to study. If you cannot return to study, please be aware that a second intermission is unlikely to be granted and you may need to withdraw from your course.

If you intermitted on medical grounds, you may need to provide medical evidence that you are fit to return to study, or sign a self-certification form.

We may also invite you to a meeting to discuss what support can be put in place, including adjustments if you have a Student Support Document. The Accessibility and Disability Team will contact you to draft or update the Student Support Document.

You will be subject to the PACE policies and procedures active at the time of your return.



During intermission your access to the VLE will be suspended until upon your return, except in specific circumstances.

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 and on provision of relevant evidence. Should you be unable to return to your studies within a 24-month period you will be withdrawn from the course.

Applications to intermit following the end of the academic year will not be considered unless truly exceptional circumstances apply that will be considered on a case-by-case basis.