

Guidance Notes on Intercalation

Intercalation

Intercalation is a suspension of studies, usually due to mitigating circumstances, which has to be formally approved by the University. Periods of intercalation are usually for a year and students normally return at the start of the term in which they left (unless evidence can support a repeat period of study), and they return on to the same degree scheme.

Advice

These notes are for general guidance only. As suspending your studies has financial, academic, and personal consequences, it is strongly recommended that you seek advice and guidance specific to you and your circumstances before requesting to intercalate.

NAME	EMAIL
Funding and Retention Team	Study-options @lancaster.ac.uk

In addition you can seek advice from your Directors of Studies and departmental co-ordinators regarding your current academic standing and possible advantages and disadvantages of intercalating for you and your studies.

Provisional Intercalation Requests



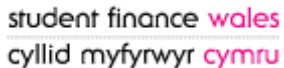

- Provisional intercalation may be granted to students who wish to intercalate the year after their current year of study (i.e. for non-compulsory work experience). This can be requested in your current year, full approval will be given upon successful completion of your current year.

Fees and Funding

General Financial Advice for UK students

- If you are a **self-funding home student**, that is, you pay for your own tuition fees, you will be charged on a pro-rata basis for the weeks you have been in attendance. If you have already paid fees for the academic year and subsequently suspend, any credit will be transferred to the next academic session for when you resume your studies. If a student withdraws after a period of intercalation, the fee will be recalculated in line with the withdrawal guidance at:- [Withdraw from undergraduate study | ASK - Lancaster University](#)
- If you are a UK student receiving financial support from the government (see: <https://www.gov.uk/student-finance>), you will need to contact your funder to discuss how your funding package will be affected, both for the year in which you are asking to suspend and for on your return.

Student Finance contact details can be found via the links below:

UK/EU	http://www.direct.gov.uk/studentfinance	
Scotland	http://www.saas.gov.uk/	
Wales	http://www.studentfinancewales.co.uk	
Northern Ireland	http://www.studentfinancenl.co.uk	

- Normally, if you are receiving a **tuition fee loan**, you will be charged a percentage of the annual tuition fee amount depending on the term in which you last attended (Michaelmas 25%, Lent 50% and Summer 100%). If a student withdraws after a period of intercalation, the fee will be recalculated in line with the withdrawal guidance at:- [Withdraw from undergraduate study | ASK - Lancaster University](#)
- If you are a UK student who has taken out a student Loan for living costs and/or a grant, you will not receive any further instalments after your intercalation has been processed. Your funding entitlement will be recalculated based on your **last date of attendance** which may mean that you have a loan and/or grant overpayment. Student Finance will contact you in writing about this. You can discuss with them either repaying the overpayment, making a repayment arrangement or deducting it from the following years loan/grant entitlement. If you are in your **final year** then you can request that any loan overpayment to be added to your total loan debt which is repaid when your start work and your income is over the current UK threshold. Please see their [website](#) for more information.
- If you will be in financial hardship due to any loan and/or grant overpayment you should seek help with Student Finance and work out an affordable way for you to pay this back. If a repayment arrangement is not possible, you should download the [Financial Hardship Confirmation](#) form and send it to the address on the form along with any relevant documentation requested. They will look at each application on an individual basis and your assessment should be considered within 2-3 weeks.
- If you suspend your studies due to health reasons, your living cost loan and/or grant entitlement is automatically extended for 60 days. Further financial support can also be considered if during your suspension period you might face financial difficulties. You will need to contact Student Finance who will ask you to supply evidence of your financial obligations such as rent etc. They will send you a form to complete. If you need any assistance or further information regarding this please contact The Fees and Funding Service studentfunding@lancaster.ac.uk.

PLEASE BE AWARE THAT IF YOU SUBSEQUENTLY WITHDRAW DURING OR AFTER YOUR PERIOD OF INTERCALATION, THE STUDENT LOANS COMPANY MAY REQUIRE REPAYMENT OF THE EXTRA 60 DAYS FUNDING PLUS ANY DISCRETIONARY FUNDING. THIS IS AT THEIR DISCRETION SO PLEASE DEAL DIRECTLY WITH YOUR STUDENT FINANCE.

- **Students who entered university prior to October 2016** - If the reason for your suspension is due to health/medical or caring responsibilities and your circumstances change before your agreed return date, (i.e. you recover from illness or you no longer provide caring duties) you may be entitled to a **Special Support Grant** providing this can be evidenced. For more information, please contact studentfunding@lancaster.ac.uk
- Where a period of intercalation involves a **repeat of a period of study** for which you have already received financial support from Student Finance, it is important that you clarify with Student Finance whether you will be entitled to the same funding on your return or whether you will have to fund any shortfall yourself. Normally, a student receiving financial funding, will be entitled to a tuition fee loan for the length of their course, plus a spare year (known as a gift year), minus any previous study (if applicable). In addition, you can be considered for an extra years tuition fee loan if a repeat year of study is needed. (This is known as applying for funding on compelling personal reasons). You will need to contact Student Finance directly and provide evidence of your mitigating circumstances. Your maintenance loan should not be affected, you should receive this for the length of your course. The Fees and Funding Service can also help with this process if required, contact details as above. **Please note that some government funders will NOT fund a repeat period of study.**
- If you are receiving a **Lancaster University Award** (Bursary or Scholarship) and if you repeat a year of study and have received the award, you will not be able to receive the award again on your return. Only one award is payable for each year of study. For more information please see the [University Award Regulations](#). For further information please email studentfunding@lancaster.ac.uk. For example, if you start your second year in October 2017, receive your Scholarship Award in February 2018 and then suspend to return in January 2019, you will not receive the award again for your second year, but if award criteria is met you should be entitled to the Scholarship in your final year. If you suspend your studies **prior** to receiving an award, as long as you meet the award criteria, this will be paid on your return.
- During a period of intercalation a student retains his or her **student status**. This means that intercalating students cannot normally receive any benefits for which they are not normally eligible. Student status also means that intercalating students are normally exempt from paying council tax.

- If you are considering suspending your studies it is important that you consider how you will support yourself during the period of intercalation. Depending on your circumstances you may be eligible for discretionary support from Student Finance as mentioned above. For more information please see their [website](#). You could also be considered for an award towards your costs from the Lancaster Opportunity and Access Fund (LOAF) (see: <https://www.lancaster.ac.uk/student-and-education-services/money/funding/>).
- If you have had all the tuition for the academic year, and you find you are not fit to take examinations, you may be able to defer your examinations and assessments. For advice on this, please contact your department or the assessment and awards team – exams@lancaster.ac.uk. Information and the form can be found at:- [Assessment deferral | ASK - Lancaster University](#)

General Financial Advice for EU Students

- If you are a **self-funding EU student**, that is, you pay for your own tuition fees, you will be charged on a pro-rata basis for the weeks you have been in attendance. If you have already paid fees for the academic year and subsequently suspend, any credit will be transferred to the next academic session for when you resume your studies. If a student withdraws after a period of intercalation, the fee will be recalculated in line with the withdrawal guidance at:- [Withdraw from undergraduate study | ASK - Lancaster University](#)
- If you are an **EU student receiving a tuition fee loan** from the UK government, you will need to contact the Student Finances European Team (contact details can be found at: http://www.direct.gov.uk/en/DI1/Directories/DG_6000071) to discuss how this will be affected both for the year in which you are asking to suspend and for the year in which you return. You will be charged a percentage of the annual tuition fee amount depending on the term in which you last attended (Michaelmas 25%, Lent 50% and Summer 100%). If a student withdraws after a period of intercalation, the fee will be recalculated in line with the withdrawal guidance at:- [Withdraw from undergraduate study | ASK - Lancaster University](#)

General Financial Advice for International Students

- Tuition fees will be charged on a pro-rata basis for the weeks you have been in attendance. If you have already paid fees for the academic year and subsequently suspend, any credit will be transferred to the next academic session for when you resume your studies. If a student withdraws after a period of intercalation, the fee will be recalculated in line with the withdrawal guidance at:- [Withdraw from undergraduate study | ASK - Lancaster University](#)

General advice for students who become pregnant during their studies

- Your student loan can continue for up to 60 days from the beginning of any interruption of study. You will need to inform the Student Loan Company of your circumstances. You will also need to apply for maternity benefit and information about this can be obtained through your ante-natal clinic. If you require more information, please contact our Fees and Funding Service at: studentfunding@lancaster.ac.uk.

Student in receipt of Disabled Student Allowance

If you are in receipt of Disabled Student Allowance (DSA) which covers the costs of one-to-one support, please be aware that if you intercalate you may become liable to pay for any sessions you receive after your last date of attendance within your department. For more information contact: disabilities@lancaster.ac.uk.

Accommodation

- If you are living on campus or have made arrangements to live on campus for any period which may be affected by your intercalation, you must speak with your Accommodation Manager so that appropriate arrangements (for current and/or future accommodation) can be made.
- Once a student intercalates, he or she must vacate any campus accommodation within 28 days. The 28 day notice period begins from the date formal approval is given for the intercalation and is payable whether or not you remain in residence.
- If you are living in a LUSU head-lease house or have made arrangements to do so for any period which may be affected by your intercalation, you must speak to the LUSU Housing Office so that appropriate arrangements (for current and/or future accommodation) can be made.
- If you are renting from a private landlord, you should contact your landlord if you wish to request an early release from your contract, if possible.

Final Year Students

- Final year students are not normally permitted to intercalate beyond week 8 of the second term unless difficulties have affected their studies prior to this time and can be evidenced. If after this time you encounter difficulties which make it difficult or impossible to continue with your studies, you may be able to defer your final examinations and assessments. For advice on this, please

contact your department or the assessment and awards team – exams@lancaster.ac.uk).

International Students

- Please be advised to check your visa conditions; you may need to inform the UKVI of the change in your circumstances. If you have obtained a visa to study at Lancaster University you would not normally be permitted to remain in the UK during your period of intercalation. The university has a legal obligation to report intercalation as a change of circumstance to the UKVI for Tier 4 student visas. If you require further advice on this matter please contact the Visa and Immigration Team based in Student Programme and Administration (visa-advice@lancaster.ac.uk).

Conditions

Sometimes specific conditions are attached to your period of intercalation. For example, if you are returning to your studies at the start of the second term, and have an outstanding piece of coursework from the first term, your department will probably set, as a condition of your return from intercalation, submission of the coursework before you resume your studies.

In addition, the following standard conditions apply to all periods of intercalation:

- During the period of intercalation you remain a member of the University but your registration is suspended and this affects your standing within the University.
- International students attending university on a student visa will have no right to remain in the UK during the period of intercalation. Remaining in the UK will be in breach of immigration rules and in turn will lead to our withdrawal of sponsorship and exclusion from university.
- You cannot normally attend lectures, seminars, workshops or practicals. You should remain in contact with your department(s) but this cannot mean that you have access to significant periods of consultation.
- It would not normally be possible to continue to receive support from the Counselling and Mental Health Service during a period of intercalation.
- Your university IT accounts will remain active and you will have access to moodle for the years you have studied/completed. You will have library borrowing rights including access to electronic journals.
- You can continue to use the online resources of the Careers service whilst intercalating but you can only access appointments and events when you resume your studies.
- The University can exercise its right to exclude a student from the University precincts during the period of intercalation.
- All debts to the University should have been cleared before leaving. If this is not possible, and the debt is proportionate, the repayment of the debt may be a condition of return and will be strictly enforced. If return from intercalation proves not to be possible the debt will be pursued in the normal way.
- All coursework set down for completion and submission MUST be submitted by the deadline given. Only in exceptional circumstances will permission be given for an extension. This should be sought from SES Officer responsible for intercalations in the first instance.
- Normally the conditions under which intercalation have been granted are not subsequently negotiable. If for any reason you find that you are encountering difficulties in meeting these conditions you should contact the SES Officer responsible for intercalations immediately.
- If you do not meet any or all of the conditions set down for your return from intercalation the following regulation will take effect "*When the Chair of the Intercalations Committee has clear evidence, after consulting the relevant parties that the conditions specified have not been met, the intercalator will automatically be excluded, subject to his / her statutory right of appeal*".

- If intercalation is sought due to a student being convicted of a serious criminal offence or because they are serving a custodial sentence, a meeting will be held with the Head of Security, University Chief Executive Officer, the Head of Student Programmes and Administration and the Chair of Intercalation Committee to decide if the student is permitted to resume their studies. If permitted, further conditions may be set.
- If you have suspended your studies which has halted a disciplinary panel or action, please be aware that this can be reviewed at any point if the university feels it necessary.
- Intercalation may be enforced in cases where the student is thought to be experiencing mental health difficulties that are leading to behaviour that is disruptive and/or may constitute a risk to other members of the university community. Recommencement of studies may only be permitted when we have received a letter from an appropriate mental health professional, preferably your consultant psychiatrist, outlining what assistance, support and adjustments we will need to make to support your future academic progress. The evidence provided must also be approved by the university's Mental Health team.
- Under normal circumstances it will not be possible to offer refunds on any University car parking permits that may have been purchased.
- You cannot continue to live in, or take up, campus accommodation.
- Intercalation is not normally permitted for more than two consecutive years.
- You must keep the University informed of any change of address, by updating details through Student Web Services (<http://www.lancs.ac.uk/sbs/registry/>).
- You are required to respond promptly to any and all correspondence from the university.
- You are required to contact your academic department(s) before the beginning of the term in which you are resuming your studies, and no later than the first week of that term, requesting details of any changes of syllabus for courses in which you will be examined or for which you must submit coursework. Where changes occur, you must seek advice on any adjusted arrangements to be made for you.
- Other conditions, specific to you and your circumstances, may be set by the University. These will normally be included in your intercalation approval letter.

Resuming Your Studies After A Period Of Intercalation

- You will be advised in your intercalation approval letter, when to expect correspondence and guidance from the university regarding resuming your studies. You must notify us of any change of address.
- In this correspondence any conditions set for your intercalation will be listed and you must ensure they are met so your resumption can be confirmed.
- At this point you will have the option of resuming your studies, withdrawing from the university, or requesting a further period of intercalation (Adviser to sought approval). If a student withdraws after a period of intercalation, the fee will be recalculated in line with the withdrawal guidance at:-([Withdraw from undergraduate study | ASK - Lancaster University](#)).
- You must complete and return these documents to finalise this process and confirm your intentions.

- Visa national students **must** attend the Registry with their current passport and visa when they resume their studies at Lancaster. Under the current Tier 4 visa immigration rules we are required to keep a copy of these documents.