



CAMBRIDGE ACADEMY OF
DENTAL IMPLANTOLOGY

Student Leave of Absence Policy

Cambridge Academy of Dental Implantology

1. Students are able to request a leave of absence or variation to their rate of study, in order to ensure that they can continue with their study in, or after, a period of difficulty.

a. Leave of absence is defined as time away from study and can be granted in special circumstances, with appropriate evidence, for a pre-agreed length of time from 1-12 months to allow students to manage a personal circumstance.

b. Varying the rate of study is defined as any personalised arrangement granted in special circumstances, with appropriate evidence, to complete modules and assessments at a different rate to that set out in the course specification in order to support a student with a long-term extenuating circumstance.

Explanatory Note — Extenuating circumstances necessitating a varied rate of study are those for which the consequences are ongoing rather than related to a specific assessment (see Notification of Extenuating Circumstances Policy & Process)

*Stipulations from accrediting Professional, Regulatory and Statutory Bodies (PSRBs) should also be taken into account when considering a request.

2. Students must be fully informed of the implications of a decision to take a leave of absence

3. The decision to grant a leave of absence or variation in study rate is made by the Academy Director.

4. The agreed variation or leave of absence should be appropriately recorded on the student record.

5. No unfair academic advantage should be gained by the agreement to vary a student's rate of study. Each request should be considered on its own merits taking into account the student's circumstances and the Academy's ambition that students are able to personalise their learning experience where possible.

*Explanatory note — the period of absence will not be included for the purpose of calculating a student's maximum registration period.

6. If a Student Leave of Absence requires a student to recommence studies in a later cohort the following will apply:

- a. The remaining tuition fee payable will be the fee for the cohort that the student restarts the course, not the cohort of first application
- b. The cohort of restarting cannot be more than 12 months from the date of the original application's cohort commencement of studies.

7. The fees that will remain payable for the current year of student if a Leave of Absence is granted are: -

LOA granted >28 days before course year starts	0%
LOA granted <28 days before course year starts	25%
LOA granted within first 10 weeks of course year	50%
LOA granted within first 20 weeks of course year	75%
LOA granted more than 20 weeks after start of course year	100%

8. The fees payable for the course year that the student rejoins after the LOA (at the rate of the course year that the student is rejoining) will be :

Rejoining at start of course year	100%
Rejoining within first 10 weeks of course year	75%
Rejoining after first 10 weeks of course year	50%
Rejoining after first 20 weeks of course year	25%

9. A Student LOA cannot be granted for any course that is no longer running the following year.