

Take a Study Break Application Form

Please note that a maximum break of **three (3) months** will be allowed per application. Any request for further extension will be reviewed.

Student Name: _____ Student Number: _____

Programme of Study: _____

Telephone Number (w) _____ Cell Number: _____

I hereby apply to take a break for (Number of month/s) from my studies:

I understand that College SA cannot be held accountable for the decision I have taken to take a study break from my studies. I furthermore understand that no service will be rendered in the month/s that I have selected to take a study break and no fees are applicable.

Have you applied for a take a study break before? If so, when and what was the duration of that study break?

Date: _____ Duration of break: _____

TELL US WHY

Please supply College SA a brief description as to why you are applying for a break. The information you supply is strictly confidential and will be treated as such. College SA will update your record with this information to ensure you receive the high quality support you deserve.

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Signature:

Date:

Take a Study Break Policy

Policy

1. The College recognises that certain circumstances may obstruct or prevent the learner from completing the desired course or programme in the time stipulated in the contract between the College and the learner and in all cases, the College endeavors to facilitate completion.
2. The College also realises that learners do not necessarily want to cancel or extend their study period, but due to circumstances, temporarily want to put their studies on hold.
3. However, it is the responsibility of the learner to inform the College immediately when he or she encounters problems or circumstances that might prevent completion of the course, in order to request to take a break in his/her studies.

Terms and Conditions

1. The College will not invoice the learner for the duration of the break and the learner do not have to pay the monthly fee to the College. Once the break is completed, invoicing will resume at the existing monthly fee.
2. The learner will not receive any study material or student support for the duration of the break, this includes tutor queries and marking of assignments.
3. The take a break form must reach College SA by the 7th of the month to include that month in the break. If received after the 7th the Take a Break will only be applicable from the following month and the installment for the current month will still be applicable.