

## EXECUTIVE PROGRAMME INTERRUPTION

### Notes:

Please refer to [lse.ac.uk/interruption](http://lse.ac.uk/interruption) for guidance before completing this form.

- This form is for **Executive Programmes** only.
- Please attach any relevant evidence as applicable (such as medical certificates) to support your request.
- Second interruption requests will need additional approval from the Student Services Centre (SSC) and will likely require (additional) documented evidence
- Once you have submitted the completed form to the Student Services Centre we aim to process your request in up to 10 working days, except in the Michaelmas term when it may take longer. If it does take longer this will not affect the fees that you will have to pay or your recorded last attendance date.

**With the support of your Department, please complete this form and return to LSE, Houghton Street, London. WC2A 2AE or upload as an attachment to the Student Services enquiry form.**

### Section 1: Student Details

Last Name

First name(s)

Student ID Number

Programme of Study

Signature

Date

### Section 2: Details of Interruption and Details of Return

Last date of attendance before interruption:

Expected date and term of return (start of teaching block)

Courses already completed:

Course Code/Name









Courses to complete:

Course Code/Name

**Section 3: Reasons for Interruption**

Main reason for interruption: Health  Unexpected  Family  Unexpected  Other   
Financial Problem      Circumstance      Employment Change

Details (please continue on a separate sheet if necessary):

**Section 4: Academic Support for Request** (This section must be completed before the form is returned to the SSC)

1. Supervisor or Equivalent other

Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Supervisor to sign – Approved. I confirm sight of evidence and it is attached
- Supervisor to sign - Approved without need for evidence

If evidence is not required or not available please explain why not here:

2. Programme Director/Executive Director

Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section 5: Formal approval (SSC use only – Interruption will not be finalised until completed by the school)**

Approved by	<input type="text"/>	A&R Recorded: <input type="checkbox"/>	eVision: <input type="checkbox"/>
Signature	<input type="text"/>	Date	<input type="text"/>
Date submitted to SSC	<input type="text"/>	Date processed by SSC	<input type="text"/>