Leading education and social research
Institute of Education
University of London

# Extension of enrolment period (Dormancy)

This form is for students not taking any new modules and who have paid their tuition fees in full.
This form is for students intending to submit/resubmit work in the 2011-2012 academic year.

To be completed by the student:

| Student Name: | Programme: |
|---|---|
| Student ID: | |

## For Staff completion only
## (Complete only one section; either Section A, Section B or Section C)

### Section A (XENRA)

The student intends to submit deferred course work, has an extension on their School Experience, is not a debtor and does not require access to the library and blackboard or where the student **does not** require tutor supervision.

Please tick box here if student meets criteria in Section A

Non payment (no fee due) ☐

### Section B (ENRW)

The student intends to either:
- submit any work as a first attempt
- has an extension on their school experience
- has deferred their school experience

AND
- does require access to library and blackboard and/or tutor supervision.

Please tick one of the boxes below as appropriate

EITHER Writing up fee £440 ☐ OR Waive writing up fee* ☐

*Waive writing up fees: This is normally applied if a student has sufficient supervision outstanding to be registered for no additional fee (i.e., when the student has had less than 50% of supervision on a dissertation)

This document is available in a range of alternative formats.
Please contact the Disabilities Support Office for assistance.
Telephone 020 7612 6641
Email disabilityadmin@ioe.ac.uk

## For Staff completion only

### Section C (ENRW)

The student intends to re-submit as a second attempt (has achieved either FAIL/ABS on first attempt) or is re-sitting their School Experience, and will automatically acquire access to library/IS and/or supervision.

Please enter amount below if student meets Section C criteria

Resubmission fees **£**

PD Resubmission fees for 11/12 are:
Written paper / Assignment £100
Report of 8,000 – 15,000 words £150
Dissertation of 15,000 – 25,000 words £200

PGCE Resubmission Fees for 11/12:
Resit of School Experience £575
Assignments £100

## For faculty/exams use only:

| Signed: | Date: | DD | MM | YYYY |
|---|---|---|---|---|
| Full name: | Position: | | | |

Please return this form to the Exams Section of Registry and Student Support, Level 4.

## For Registry use only

Has this student paid their tuition fees in full? YES ☐ NO ☐

If NO, ensure the student pays fees in full before extending the period of enrolment for 11/12.

| Actioned by: | Date: | DD | MM | YYYY |
|---|---|---|---|---|

Enrolment codes:
Section A – XENRA Sections
B & C - ENRW