

Registry, Academic Services

Application for a Leave of Absence

For Postgraduate Taught/Lifelong Learning Students

If you are considering temporarily withdrawing from the University, you will need to discuss the matter with your tutor/supervisor in your School or Department.

Before completing this form, you **must** read the Code of Practice on Leave of Absence Procedures available at: <http://www.as.bham.ac.uk/legislation/codesofpractice.shtml>. After completing this form please return it to your School or Department for approval..

After approval, it is your responsibility to ensure that the form is passed to the Postgraduate Taught Student Records Team, Aston Webb Building, C Block, University of Birmingham, Edgbaston, Birmingham, B15 2TT (R.7 on the campus map).

The Student Records Team will then process the leave of absence and notify Finance Office. You will then receive email confirmation from Student Records confirming your temporary withdrawal.

It is your responsibility, to notify the University when your leave of absence is due to expire to confirm your return and to submit any required medical evidence where Leave of Absence was agreed on medical grounds. This should be generally submitted three months in advance of the anticipated date of return.

Please complete the Application to Return from a Leave of Absence Form prior to your agreed return date. This can be found at <http://www.as.bham.ac.uk/faq/forms/ugleaveofabsence.pdf>

Part A should be completed by the Student

PART A:

Name:	Student ID Number:
Programme of Study:	Year of Study: (e.g. year 3)
Email address: (for confirmation of status change):	

Has a previous Leave of Absence been granted? Yes/No (Please delete as appropriate)

If yes, please give dates and reasons:

Are you applying to extend an existing leave of absence? Yes/No

If yes, please give new dates and reasons:

Dates of New Leave of Absence requested

From:

To:

Requests for retrospective leave of absence are exceptional. They will only be approved under certain circumstances (e.g. medical) and there will be extra scrutiny in these cases. Request for retrospective Leave of Absence, must be accompanied by independent third party evidence, and, you must include the reasons why you were unable to apply at the time in your statement in the section "Reasons for requesting a Leave of Absence"

Reasons for requesting a Leave of Absence)

Please refer to Section 4 of the Code of Practice on Leave of Absence Procedures available at: <http://www.as.bham.ac.uk/legislation/codesofpractice.shtml> and circle the appropriate category below:

Medical

Maternity

Paternity

Competitive Sports

Placement

Transfer of Degree Programme

Other (state reason) e.g. bereavement

Please provide a brief statement to support your request. You **must** give valid reasons and provide supporting evidence – please refer to Section 5 of the Code of Practice on Leave of Absence Procedures.

Applications without appropriate supporting evidence will not be considered and will be returned.

Important notes regarding implications of a Leave of Absence:

Maximum Period of Registration:

Please be aware that any leave of absence you take will be counted as part of the maximum period of registration for your programme of study. (See Regulation 4.3.2 (2) – ‘Periods of Leave of Absence are included in the calculation of the maximum period of registration’).

Tuition Fees:

Taking a leave of absence may affect your tuition fee liability. If you would like to discuss the financial implications for your leave of absence, please call Student Records on 0121 414 5490.

Student Visa:

If you are an International student and in the UK on a student visa your right to remain in the UK will be affected by a withdrawal from study. During a period of Leave of Absence your student registration status changes and all UK institutions are legally required to report any such changes to the UK Border Agency. You are therefore strongly advised to discuss your Leave of Absence with the International Student Advisory Service (ISAS) prior to submitting your request, so that you can be informed of the actual implications to your visa.

Should you decide not to take immigration advice from this specialist service, please be advised that you do so at entirely your own risk.

Do you currently hold a Student Visa?

Yes No Not Applicable

If yes, please provide the following details:

Visa Number **Visa Expiry Date**

DECLARATION: I understand the implications of taking a leave of absence and that it is my responsibility to notify the University of my wish to return prior to the proposed date of return quoted on this form.

Signature:

Date:

Part B should be completed by the School/Department:

PART B:

This application must have the full academic support of the School/Department.

On behalf of the School/Department I hereby approve the Leave of Absence

Evidence has been provided and is acceptable - this will be retained by the School
(Please tick box)

Signed:	Full name of Authorised Signatory:
Job Title:	Date:

Please forward this form to Student Records within 5 working days of submission by the student.

Please specify any conditions (non medical for the student's return):

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To be completed by Student Records:

Database amended:/...../.....

Confirmation email sent to student (if necessary)/...../.....

Name:

Signature: