# **Registry, Academic Services Application for a Return from a Leave of Absence**

## **For Undergraduate and Postgraduate Taught Students**

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| For additional information, hover over the **highlighted** words or phrases |
| **Section A** is to be completed by the student. **Section B** is to be completed by the School that you are leaving. |

### **Section A - Student**

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| 1. **Name:** Click or tap here to enter text. 2. **Student ID:** Click or tap here to enter text. 3. **University email address:** Click or tap here to enter text. 4. **Programme of study:** Click or tap here to enter text. 5. **Which year of your programme are you returning to?** Choose an item. 6. **Agreed date of return:** Click or tap to enter a date. 7. **Reason for absence**: (tick one)   Medical  Other   1. **Are you an overseas student?**   Yes  No  If **yes**, complete the section titled ‘To be completed by overseas students’  If **no**, continue to the section titled ‘To be completed by home students’ |

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| **To be completed by overseas students:** |
| If you are an international student who requires a Student route (previously Tier 4) visa to study in the UK, your leave of absence was reported to the Home Office and your immigration sponsorship was withdrawn.  We would strongly recommend that you contact the International Students Team (IST) as soon as possible as they will advise you on your visa options for returning to the UK.  IST can be contacted at [**www.studenthelp.bham.ac.uk**](http://www.studenthelp.bham.ac.uk)  To return to your studies on a Student route visa you will need to apply for a new **Confirmation for Acceptance of Studies (CAS)** and make a visa application for entry clearance.  All international students (regardless of visa type) must have a ‘Right to Study’ (RTS) check before resuming studies at the University of Birmingham.  Complete your Right to Study check online by visiting the [**‘My Right to Study’ webpage**](https://intranet.birmingham.ac.uk/student/international/myrts/My-Right-to-Study.aspx), as we need to ensure that you have the correct permissions to study at the University of Birmingham. The University of Birmingham reserves the right to withdraw students who fail to complete an RTS check on or before the first day of their return   1. **I understand the above information**   Yes  Please continue to the section titled **‘To be completed by all students’** |

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| **To be completed by home students:** |
| 1. **Will you be applying to the Student Loans Company for funding?**   Yes  No  Please continue to the section titled **‘To be completed by all students’** |

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| **To be completed by all students:** |
| 1. **Declaration: I understand the implications of returning from a leave of absence and have attached documentation where relevant to my situation.**   **Signature (print name):** Click or tap here to enter text.  **Date:** Click or tap to enter a date.   1. **Please tick this box if you are returning to your studies following the outcome of an Academic Appeal Committee or Senate Review Panel:** |

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| **End of Section A. Student section completed.**  You will now need to send your form to your School. |

**Section B – To be completed by your School/Department**

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| 1. **Is the student internal or external?**   Internal  External  **I am satisfied with the medical evidence provided that the student is fit to resume.**  (If further clarification is required, please refer to the University Medical Officer)   1. **Signature of Authorised Tutor** (medical reasons only)**:** Click or tap here to enter text. 2. **Date:** Click or tap to enter a date.   **End of Section B** |

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| **End of document** |