Registry, Academic Services
Application to Return from a Leave of Absence
For Undergraduate and Postgraduate Taught Students

All students returning from a leave of absence are required to complete this form.

If you have been on a leave of absence due to medical reasons, you will need to submit this form to your School/Department with a copy of a medical note confirming you are fit to resume study.

When your return from leave of absence has been agreed, your personal tutor will sign this form and then forward it to Taught Student Administration so that your record can be updated.

If your leave of absence was granted for a non-medical reason, please return the form to the Student Information Team, in the Student Hub, Aston Webb, C Block (R.7 on the campus map), OR post to Taught Student Administration, Registry, University of Birmingham, Edgbaston, Birmingham, B15 2TT

When your record has been updated Taught Student Administration will send you an email confirming that you will be eligible to register online.

Name:	**ID number:**
Programme of Study:	**Year returning to:**
Email address:	

Agreed date of return: ……/……/……	**Reason for Absence:** Medical / Other (delete as appropriate)

Student Visa:

Tier 4 visa students

If you are an international student who requires a Tier 4 student visa to study in the UK, the change to your registration status following the approval of your leave of absence was reported to the Home Office and your immigration sponsorship withdrawn.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. **When you email the IST you should always include a scan of your visa and any letters you received from UK Visas and immigration.**

IST can be contacted at **www.studenthelp.bham.ac.uk.**

To return to your studies on a Tier 4 (General) visa you will need to apply for a new Confirmation for Acceptance of Studies (CAS) and make a visa application for entry clearance.

All students (regardless of visa type) must have a 'Right to Study' (RTS) check before

resuming studies at the University of Birmingham. To have an RTS check you should take your original passport and visa to the Aston Webb Student Hub (campus map ref: R7), unless you are arriving in the September Welcome period when you should visit the International Welcome Hub. The University of Birmingham reserves the right to withdraw students who fail to complete an RTS check on the first day of their return.

****Please also submit a photocopy of your current passport photo page and your visa with this application form. Your return from leave of absence cannot be processed without inclusion of these documents****

Funding Information

Will you be applying to the Student Loans Company for funding?

Yes ☐ No ☐

Student Support Number (SSN):
(e.g. BRMM01234567X)

……..

Declaration: I understand the implications of returning from a leave of absence and have attached documentation where relevant to my situation.

Signature: **Date:**

Please tick this box if you are returning to your studies following the outcome of an Academic Appeal Committee or Senate Review Panel:

☐

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)

Signature of Authorised Tutor: (Medical reasons only)	**Date:**