# Registry, Academic Services

**Application for a Leave of Absence**

For Undergraduate 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: <https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice/index.aspx>. Please select your cohort year legislation and visit the Code of Practice on Leave of Absence procedures.

**Please ensure that your leave of absence request is submitted to your School/ Department for them to approve. No update can be applied to your student record without confirmation from the authorised signatory.**

Your form will then be passed to Taught Student Administration who will process the leave of absence and notify Housing Services (for students in University accommodation), the Finance Office and Student Finance England (if applicable). You will then receive email confirmation from Taught Student Administration confirming your temporary suspension of studies.

Please be aware that taking a leave of absence may affect your tuition fee liability. If you would like information regarding the financial implications for your leave of absence, further information can be located[**here.**](https://www.birmingham.ac.uk/undergraduate/fees/pay-tuition/tuition-fee-liability-semesters.aspx)

It is your responsibility to notify Taught Student Administration when your leave of absence is due to expire to confirm your return and to submit any required medical evidence if the Leave of Absence was agreed on medical grounds. This should generally be submitted six weeks in advance of the anticipated date of return.

If you wish to tell the University about a disability or long term health condition (including dyslexia or mental health conditions) and you haven’t already done so, please contact disability@bham.ac.uk

Please complete the Application to **Return from a Leave of Absence Form** prior to your agreed return date: <https://www.intranet.birmingham.ac.uk/as/registry/studentrecords/services/leave-of-absence.aspx>

**Part A should be completed by the Student**

**PART A:**

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

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| **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/NoIf yes, please give new dates and reasons: |
| **Dates of New Leave of Absence requested**From: dd/mm/yy To: : dd/mm/yy You must apply for a Leave of Absence at the time the situation arises that adversely impacts on your ability to study.  |

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| **Reasons for requesting a Leave of Absence**Please refer to Section 4 (Categories of Voluntary Leave of Absence) of the Code of Practice on Leave of Absence Procedures available at: <https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice> and circle the appropriate category below:Medical Maternity PaternityCompetitive Sports Placement Transfer of Degree ProgrammeLate ArrivalOther (state reason) e.g. bereavementPlease provide a brief statement to support your request. You **must** give valid reasons and provide supporting evidence – please refer to Section 6 of the Code of Practice on Leave of Absence Procedures. <https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice>**Applications without appropriate supporting evidence will not be considered and will be returned.** |

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| **Accommodation:****Are you currently living in University accommodation?**YES/NO (delete as appropriate)  |

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| **Funding Information: Student Support Number (SSN):**Do you receive a: (please tick) (E.G.BRMM01234567X)Maintenance Loan [ ]  **…………………………………………**Tuition Fee Loan [ ]  University Award [ ]  **Loans:**Are you in receipt of a federal loan (Stafford or Plus)?YES/NO (\* delete as appropriate)**Tuition Fees:**Taking a leave of absence may affect your tuition fee liability. If you would like information regarding the financial implications for your leave of absence, you can visit the [Tuition Fee Liability page](https://www.birmingham.ac.uk/undergraduate/fees/pay-tuition/tuition-fee-liability-semesters.aspx) oremail tsa@contacts.bham.ac.uk |

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| **Sponsorships:**Do you have a sponsor?Yes [ ]  No [ ] Sponsors may require information regarding the need to repeat any part of the course.**Do we have permission to release medical information to your sponsor in response to any questions relating to your period of absence?**Yes [ ]  No [ ] Please provide the name of an academic member of staff who is able to give the information sponsors may require:**.............................................................................................................................................................** |

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| Important notes regarding implications of a Leave of Absence:Maximum Period of Registration:Whether any leave of absence you take will be counted as part of the maximum period of registration is dependent upon when you commenced study on your current programme.Further information is available on the ‘Extend Maximum period of study’ web page. Please refer to the section entitled ‘When do I need to apply?’ to check which Regulations are applicable to you:[Undergraduate - Extend maximum period of study (birmingham.ac.uk)](https://intranet.birmingham.ac.uk/as/registry/studentrecords/services/ug-extendmaxperiod.aspx) |

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| **International students and student route visa holders:**If you are an international student and in the UK on a student route (previously Tier 4) visa your right to remain in the UK will be affected by a temporary suspension from your 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 UK Visas and Immigration. **International Students and Student Visa holders outside the UK but unable to travel on time to start your studies and who is deferring their studies to September 2023:**If you are an international student who outside the UK and will not be able to travel to the UK to start your studies on time, you should note that the University is required to tell UKVI that you have deferred your studies and this means that you visa will be cancelled and you will need a new CAS to apply for a visa for your September 2023 studies. ***If you are outside the UK and have agreed this deferral with your College then the University is required to tell UKVI that you have deferred your studies and this means that you visa will be cancelled and you will need a new CAS to apply for a visa for your September 2023 studies. At this time you do not need to contact the IST.*** ***Important information about the withdrawal of immigration sponsorship and the impact on your visa can be found on the***[***Withdrawal of Immigration Sponsorship webpage***](https://intranet.birmingham.ac.uk/student/international/withdrawal-of-immigration-sponsorship.aspx)***.*****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 route visa?Yes [ ]  No [ ]  Not Applicable [ ] **\*\*Please submit a photocopy of your current passport photo page and visa with your application form. If you extended your visa in the UK you will have a pink Biometric Resident Permit – please submit a copy of both sides of this card.** **Your leave of absence will not be processed unless these supporting documents are received\*\*** |

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| **Students who are under 18 years of age:****Are you are under 18 at the time of applying for this leave of absence?** Yes [ ]  No [ ] If you have ticked yes, pleaseattach evidence of parental or guardian approval in the form of a letter signed by your parent or guardian.  |

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| 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. I have attached all required documentation with my application.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)**

 ***If the request is retrospective, please comment on the reasons for the late submission***

***For students holding a student route visa, attendance records must be checked and attached to this form.***

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

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

**Senior Tutor (only students on Joint Honours programmes in the College of Arts and Law):**

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| Signed: | Full name of Authorised Signatory: |
| Job Title: | Date: |
| Please specify any conditions (non medical) for the student’s return: |