# **Registry, Academic Services**

# **Application for a Leave of Absence**

## **Undergraduate Students**

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| For additional information, hover over the **highlighted** words or phrases |

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| **Section A** is to be completed by the student. **Section B** is to be completed by your School/Department. |

### **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 currently in?** Choose an item. 6. **Has a previous leave of absence been granted?**   Yes  No   1. **If yes, please give dates and reasons:**   Click or tap here to enter text.   1. **Are you applying to extend an existing leave of absence?**   Yes  No   1. **If yes, please give new dates and reasons** *(The start date of your leave of absence should be the date you have stopped engaging with your programme of study):*   Click or tap here to enter text.   1. **Date of new leave of absence requested:**   From: Click or tap to enter a date.  To: Click or tap to enter a date.  You must apply for a leave of absence at the time that situation that adversely impacts on your ability to study occurs.  The date in which your leave of absence starts should be the last date of engagement. Engagement includes working towards assessments, attending lectures/tutorials/personal tutor meetings (regarding your studies), and downloading materials from Canvas. |

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| **Reasons for Requesting a Leave of Absence:** |
| 1. **Please refer to Section 4 (Categories of Voluntary Leave of Absence) of the** [**Code of Practice on Leave of Absence procedures**](https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice/index.aspx)**. Tick the appropriate category below:**   Medical  Maternity  Paternity  Competitive Sports  [Placement](#Placement" \o "For use only where the placement is not an integrated part of your programme of study. If you are not sure whether a placement would form part of your degree, please check with your Welfare Tutor)  Transfer of Degree Programme  Late Arrival  Other (e.g., bereavement) – **state reason:** Click or tap here to enter text.   1. **Please 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/index.aspx)   Click or tap here to enter text.  Applications without appropriate supporting evidence will not be considered and will be returned. |

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| **Accommodation:** |
| 1. **Are you currently living in University-owned accommodation?**   Yes  No |

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| **Sponsorships:** |
| 1. **Do you have a sponsor?**   Yes  No   1. Sponsors may require information regarding the need to repeat any part of the course. **Do we have your permission to release medical information to your sponsor in response to any questions relating to your period of absence?**   Yes  No   1. **Please provide the name of an academic member of staff who is able to give the information that sponsors may require:**   Click or tap here to enter text. |

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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 dependant upon when you commenced study on your current programme.  Further information is available on the [**‘Extend maximum period of study’**](https://intranet.birmingham.ac.uk/as/registry/studentrecords/services/ug-extendmaxperiod.aspx) web page. Please refer to the section entitled ‘When do I need to apply?’ to check which regultions are applicable to you. |

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| 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 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 of 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.  **If you are an international student/student visa holder outside of the UK who is unable to travel on time to start your studies and who is deferring their studies to September 2023, please note the following:**  You should note that the University is required to tell UKVI that you have deferred your studies and this means that your visa will be cancelled and you will need a new CAS to apply for a new visa for your September 2023 studies. At this time, you do not need to contact IST.  Important information about the withdrawal of immigration sponsorship and the impact on your visa can be found on the [Withdrawal of Immigration Sponsorship](https://intranet.birmingham.ac.uk/student/international/withdrawal-of-immigration-sponsorship.aspx) web page.  Should you decide not to take immigration advice from this specialist service, please be advised that you do so entirely at your own risk.   1. **Do you currently hold a Student route visa?**   Yes  No  Not applicable   1. **For US students – Are you in receipt of a federal loan (Stafford or Plus)?**   Yes  No |

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| **To be completed by home students:** |
| 1. **Do you receive a:** (select all that apply)   Student maintenance loan  Tuition fee loan  Birmingham grant/scholarship  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)or email [tsa@contacts.bham.ac.uk](mailto:tsa@contacts.bham.ac.uk)  Please continue to the section titled **‘To be completed by all students’** |

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| **To be completed by all students:** |
| 1. **Are you under 18 years of age at the time of applying for this leave of absence?**   Yes  No   1. **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.**   **Student signature:** Click or tap here to enter text.  **Date:** Click or tap to enter a date. |

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

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

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| **This section is to be completed by the programme director of the student’s school/department. This application must have the full academic support of the School/Department.**  **Declaration: 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.**   |  |  | | --- | --- | | 1. **Signature (print name):** Click or tap here to enter text. | 1. **Full name of authorised signatory:** Click or tap here to enter text. | | 1. **Job title:** Click or tap here to enter text. | 1. **Date:** Click or tap to enter a date. |   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.   1. **Comments:** Click or tap here to enter text.   **End of Section B** |

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