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.

After approval, it is your responsibility to ensure that the form is handed in to Student Information Team, in the Student Hub, Aston Webb, C Block (R.7 on the campus map), OR posted to Taught Student Administration, Registry, University of Birmingham, Edgbaston, Birmingham, B15 2TT.

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 withdrawal.

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://intranet.birmingham.ac.uk/form/loareturn.pdf

Part A should be completed by the Student

<table>
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<th>PART A:</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Student ID Number:</td>
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<tr>
<td>Programme of Study:</td>
<td>Year of Study: (e.g. year 3)</td>
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<td>Email address (for confirmation of status change):</td>
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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/No

If yes, please give new dates and reasons:
Dates of New Leave of Absence requested

From:                                                               To:

You must apply for a Leave of Absence at the time the situation arises that adversely impacts on your ability to study.

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
- 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 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.

Accommodation:

Are you currently living in University accommodation?

YES/NO   (delete as appropriate)

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, please email tsa@contacts.bham.ac.uk

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:
............................................................................................................................

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 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. **You are strongly advised to seek further advice from the International Students Team (IST) prior to submitting your request. You should log an enquiry at www.studenthelp.bham.ac.uk When you email us tell the IST all the key elements of your enquiry and include a scan of your current visa. When your enquiry has been received the IST will send you an email outlining next steps.**

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  ☐

**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**

Students who are under 18 years of age:
Are you under 18 at the time of applying for this leave of absence?
Yes  ☐  No  ☐

If you have ticked yes, please attach evidence of parental or guardian approval in the form of a letter signed by your parent or guardian.
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 Tier 4 visa, attendance records must be checked and attached to this form.

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):

Signed: Full name of Authorised Signatory:

Job Title: Date:

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