Leave of Absence Authorisation Form

If you require a period of absence of more than three consecutive days, you must complete this form. Advice and support are available from Student Support and Development, you may wish to speak with them prior to applying for a leave of absence.

Leave of absence requests cannot exceed 20 working days (consecutive or non-consecutive in any academic year). If your assessment will be affected by your absence, you will need to consult the [Extenuating Circumstances Policy](https://www.nchlondon.ac.uk/about-us/academic-handbook/nch-policies-and-procedures/academic-policies/). Your absence may not be authorised if it is believed that you will be unable to catch up with your studies.

Please contact the Visa & Immigration Compliance Manager in case of a request for a leave which exceeds 20 working days due to extenuating circumstances.

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| --- | --- | --- | --- |
| **1: Student Information** | | | |
| Student ID number |  | | |
| First and Middle Names |  | Surname |  |
| University Email Address |  | | |
| Visa Expiry Date |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2: Current programme information** | | | | |
| Programme | Major/Minor |  | | |
| Mobility |  | | |
| Programme Start Date |  | | Level of Study |  |

|  |  |
| --- | --- |
| **3: Request for leave of absence** | |
| Dates of Leave |  |
| Reason |  |
| Documents to Support Your Request |  |

|  |  |
| --- | --- |
| **4: Head of Faculty major/Programme Director** | |
| I agree or do not agree (delete as appropriate) to a leave of absence, and the student will engage with their studies as follows: | |
| Engagement with Studies |  |
| Head of Faculty  Programme Director |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| **5: Head of Faculty minor (if applicable)** | |
| I agree or do not agree (delete as appropriate) to a leave of absence, and the student will engage with their studies as follows: | |
| Engagement with Studies |  |
| Head of Faculty |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| **6: Visa & Immigration Compliance Manager** | |
| I agree or do not agree (delete as appropriate) to this leave of absence. I confirm that the student has been given appropriate immigration advice. | |
| Condition(s) |  |
| Visa & Immigration Compliance Manager |  |
| Reason for refusal |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| **7: Approval** | |
| Registrar |  |
| Signature |  |
| Date |  |

# Version History

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| --- | --- | --- | --- | --- |
| **Title: Leave of Absence Authorisation Form**  **Approved by: Quality Team** | | | | |
| **Version number** | **Date  approved** | **Date  published** | **Owner** | **Proposed next review date** |
| 2.0 | August 2022 | August 2022 | Head of Visa Compliance | May 2024 |
| 1.2 | September 2021 | September 2021 | Visa and Immigration Compliance Manager | March 2023 |
| 1.1 | April 2021 | April 2021 | Visa and Immigration Compliance Manager | March 2023 |
|  | | | | |
| Referenced documents | Extenuating Circumstances Policy | | | |
| External Reference Point(s) | UK Quality Code: Enabling Student Achievement; UK Visa and Immigration rules and regulations. | | | |