Long Leave of Absence Authorisation

If you require a period of absence for more than 20 working but less than 60 days, you must complete this form. Leave of absence requests cannot exceed 60 days. If, by taking this leave, you will not be able to complete your course within your current visa duration, or your assessment will be affected, or you will be unable to catch up with your studies, then your leave is likely to be refused.

Please seek advice from the Visa Team for other alternate options.

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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 |  | | |
| 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** | |
| 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 |  |

|  |  |
| --- | --- |
| **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 and 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 and Immigration Compliance Manager |  |
| Reason for Refusal |  |
| Signature |  |
| Date |  |

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

# Version History

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| --- | --- | --- | --- | --- |
| **Title: Long Leave of Absence Authorisation**  **Approved by: Quality Team**  **Location: Academic Handbook/ Policies and Procedures/ Forms Library** | | | | |
| **Version number** | **Date  approved** | **Date  published** | **Owner** | **Proposed next review date** |
| 1.1 | September 2022 | September 2022 | Head of Visa Compliance | June 2024 |
| 1.0 | March 2021 | March 2021 | Visa and Immigration Compliance Manager | June 2024 |
|  | | | | |
| Referenced documents |  | | | |
| External Reference Point(s) | UK Quality Code: Admissions, Recruitment and Widening Access; UK Visa and Immigration rules and regulations. | | | |