



Application for Leave of Absence (LOA)

(Taught students)

Part A: Student details *Please type or print in block capitals*

First name Surname

Student number Department

Tier 4 visa holder (International students only) (tick box if yes)

Taking a leave of absence will affect your immigration status. The University will notify UK Visas and Immigration (UKVI) that you are suspending your study and this will result in your visa being curtailed. You will be required to return to your home country for the time that you are on leave of absence. You are reminded that it is your responsibility to ensure that you are not in breach of immigration regulations. Advice can be obtained from one of the University's designated immigration advisers <https://www.york.ac.uk/students/support/international/immigration/>.

Programme of Study

Date your studies began / / Current year of study e.g. Year I

Mode of attendance Full-time Part-time Distance Learning

Resident in University accommodation (tick box if yes)

If you live in University accommodation, you can be released from your residence agreement when you are granted a Leave of Absence under Clause 34 of your agreement. To do this, you MUST also complete a Request to Vacate form which you can download from <http://www.york.ac.uk/accommodation> or request from accommodation@york.ac.uk

Registered with Disability Services (tick box if yes)

Source of funding (if in receipt of studentship/scholarship/student loan)

Reason for LOA request

Signed

Date

Part B: To be completed by the Department

Conditions of Approval:

A Chair Board of Studies/Graduate School Board/Research Committee can approve a period of Leave of Absence if the following conditions are in place:

- The start date of the Leave of Absence is within the current term (*a vacation period following a term is considered to be part of that term*)
- The student is **not** repeating more than one term of study
- The Leave of Absence **does not total more than two years (six terms)** in any one programme. No more than twelve consecutive months of Leave of Absence may be approved at a time.

Where these conditions will be exceeded, the Board of Studies/Combined Board of Studies/Graduate Chair must request approval of the proposed arrangements from the Special Cases Committee.

Leave of Absence details

Tier 4 visa holder? (tick box if yes)

Please note that changes to a student's circumstances must be notified to UK Visas and Immigration (UKVI) within 10 days of the University approving any changes to the Tier 4 visa holders' circumstances. A Leave of Absence will result in a visa being curtailed and the student will need to apply for a new visa before re-commencing their studies. Please advise the student to consult with an Immigration Adviser as part of the approval process.

Date student last attended / /

Note 2: *The start date of the Leave of Absence is must be the date the student last attended classes or the last date of active study, even where a student's attendance has been intermittent. Active study includes attendance at term-time examinations and supervision meetings. If the start-date of Leave of Absence (i.e. the last date of attendance) is prior to the term in which the request is being made, please explain why the request is being submitted late in the box below. Leave of Absence should not be approved retrospectively beyond the start of the term in which the leave of absence is being processed. The vacation following a term is to be regarded as part of that term if the request is being processed during a vacation.*

LOA end date / / (This is the date the student will return to study)

Please note that the return date should not result in part of the student's programme being missed.

LOA reason/condition of return code

Note 3: Codes for Leave of Absence:

- | | | |
|--|---------------------------------|-------------------------|
| 01 – Compassionate | 07 - Health (mental) | 13 - Other |
| 02 – Programme Transfer | 08 - Health (physical & mental) | 14 - Personal Reasons |
| 03 – Disciplinary | 09 - Health (physical) | 15 – Maternity |
| 04 – Employment/Placement residence | 10 - Health/Academic | 16 - Resit exams out of |
| 05 – Exchange Programme out of residence | 11 – Health/Compassionate | 17 – Resit final exams |
| 06 – Financial | 12 – Motivational | 18 - Sabbatical year |
| 23 - Academic | | |

If the student’s return to study is to be conditional on the provision of evidence that the student is physically or mentally fit to resume study then one of the Health codes must be given as the reason for the LOA. For medical leave of absence, the application must be accompanied by medical evidence. Evidence from the University’s Open Door Team is not medical evidence but can be used to support an application on ‘compassionate’ grounds

Statement of support from student’s supervisor

Name of supervisor:	
Signature of supervisor:	

Is it recommended that the student repeat any part of their programme?

Start date of repeat study:	/ /	End date of repeat study:	/ /

Note 4: A repeat study period is any study which will take place after the student returns from Leave of Absence that will entail repeating a term or part of a term already studied before the Leave of Absence began. Students will normally be charged tuition fees for any period of repeated study. Please note, repeat study is not permitted on motivational grounds

Please give dates and details of any previous periods of Leave of Absence

Start date of previous LOA:	/ /	End date of previous LOA:	/ /
Details:			

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Details:			
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Details:			

Year of study returning to after leave of absence?

Transfer to another programme of studies on return? (tick box if yes)

Note 5: If a transfer is required, a separate transfer of programme will need to be completed.

Revised end date of programme / /

Note 6: If the approved period of the Leave of Absence results in a programme extension to make up a missing term, the end date for the programme is the end of the term of the programme extension or the last day of any examinations for work from that term if it is later. Please note that undergraduate students **must** complete nine terms for a three-year degree or twelve terms for a four-year degree.

Conditions of return

Are there any further conditions which must be met before the student can resume their enrolment and studies, which are not part of the reason/resume condition for LOA?

Condition(s):	
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Note 7 : The exact text used above will appear in the e-mail or letter sent to the student advising them of approval of the Leave of Absence request. The student must not participate in any work, study or research related to their enrolment during their period of suspension, unless a condition is set for them to do so. Where there is evidence that a student is incapacitated, they would not normally be expected to complete work until close to their return date. If they have work due prior to the start of LOA and are not prevented from working, and have not has a mitigating circumstances claim upheld, it will normally be appropriate for the original deadline to stand.

During LOA, will the student need to take any University examinations for modules where teaching has been completed?

Module Code	Period exams to be taken (Spring/Summer/August resit)

Note 8 : *The mitigating circumstances rules and late submission penalties still apply for students on Leave of Absence*

On return from LOA, will the student need to take any University examinations for modules where teaching has been completed?

Module Code	Period exams to be taken (Spring/Summer/August/ resit)

Note 9 : *Information provided to Student Progress, Registry Services only. Department to advise students of exam dates.*

Library Access

Students who are required to complete assessments during LOA may be granted library access (up to four weeks in advance of the assessment if needed) If a longer period is required, a request for this may be made to SCC in the box below. Please note, however the period of borrowing rights recommended should normally reflect the amount of time other students would be allowed to work on their assessment. A full year of library access will not normally be permitted.

Other appropriate additional information

Part C: Authorisation by the Chair of the Board of Studies/Combined Studies/Graduate School Board (please delete as appropriate)

I approve this recommendation for a leave of absence. I confirm that the student has not been using University resources (eg, attending lectures, seminars, supervisions or thesis advisory panel meetings, working in a laboratory, or using the University Library) since the proposed start date of the leave of absence, unless otherwise stated.

Name

(please type or print)

Signed

Date

Please **attach** any relevant supporting evidence (e.g. a medical letter) to the request. Please **do not send** original hard copies of documents held in the department under separate cover; these should be scanned and attached electronically to the request.

Evidence must be provided with this form for the leave of absence request to be considered.

When completed this form must be sent to Registry Services (student-records@york.ac.uk) or Special Cases Committee (scc@york.ac.uk) from the University email address of the Chair of the relevant Board of Studies, Combined Board of Studies or Graduate School Board. Alternatively, the Chair may be copied into the emailed request for the Leave of Absence from an administrator in the department.