Application for Leave of Absence (LoA) - Undergraduate and Taught Postgraduate Students

This form is for requesting permission to take a leave of absence.

A leave of absence allows a student to take an authorised break from their studies, usually for a maximum of one calendar year.

If a student wishes to take a leave of absence they must apply in advance for permission to do so. Any student can apply for a leave of absence, however, approval is not guaranteed.

If possible the Leave of Absence Form (with evidence) should be submitted before the leave of absence proposed start date, as the leave of absence may not always be approved. In all cases leave of absence recommendations should be submitted no more than one month later than the proposed start date.

Leave of absence that is entirely retrospective will not normally be considered or approved.

Leave of absence requests must all be approved by a Board of Studies/Graduate Board. Requests submitted directly by students will not be considered.

For further information and approval criteria, please refer to [Section 4 of the Special Cases Progress Cases Policy](http://www.york.ac.uk/students/studying/progress/scc/policy).

**Using this form:**

The leave of absence application form has multiple sections:

* Part A should be completed by the student.
* Part B should be completed by department.
* Part C should be completed by the Chair of the Board of Studies or their nominee.
* Part D explains the process of submitting the form and when Special Cases approval is required.
* Part E is for Special Cases team use only.

All question boxes on this form **must be** completed. If a question does not apply, please enter ‘N/A’.

| **Part A: Student Details** *(To be completed by the student)* |
| --- |
| **Student Number** |  |
| **Student Name**  |  |
| **Academic Department** |  |
| **Programme of Study** |  |
| **Current year of study**  | e.g. Year 1 |
| **Student visa holder1** | Yes/No |
| **Mode of attendance** (delete as appropriate) | Full-time/Part-time/Distance Learning |
| **Registered with Disability Services** | Yes/No |
| **Resident in University Accommodation2** | Yes/No |
| **Source of Funding** e.g. Student Loan Company/Research Councils/Foreign  |  |
| **Reason for Leave of Absence**  |
| *Please provide a detailed explanation of your reasons for requesting a period of leave of absence:* |

| **Disclaimer:**  I confirm that I am aware of the financial implications of this period of leave of absence, and that the leave of absence start date entered on the form is accurate. I am aware of the [conditions which apply](https://www.york.ac.uk/students/studying/manage/plan/taught/loa-taught/#during) during my period of leave of absence. I understand the conditions of return (if any) which apply to my period of leave of absence.  |
| --- |
| **Signature** |  | **Date** | DD/MM/YYYY |

*1 Taking a leave of absence will impact your visa status. If you are a Student Visa holder, you must consult with an* [*Immigration Adviser*](https://www.york.ac.uk/students/support/international/immigration/) *before the leave of absence can be approved.*

*2 Students taking a leave of absence are not eligible to remain in University Accommodation and they must complete a* [*request to vacate form and give notice to vacate their room*](https://www.york.ac.uk/students/accommodation/campus-accommodation/leave-or-change-room/#tab-3)*. Students must have written approval from the University before they can terminate their residence contract. Students will need to give four weeks' notice to Accommodation Services.*

| **Part B: Leave of Absence Details** *(to be completed by the department)* |
| --- |
| The start date of the Leave of Absence **must be** the date the student last attended term-time exams, dissertation supervision, seminars, lectures or labs, which is the last date of active study, even where a student’s attendance has been intermittent. **It is essential that the start date of leave of absence is accurate and verifiable as there are regulatory, fees and student finance implications.** Backdating a period of LoA can have **very serious** implications for students. Student Advisers must be consulted by students in such cases at student-hub@york.ac.uk. Special Cases may refuse to consider an application for backdated LoA if the student has not confirmed they are aware of the financial implications. Please note that the return date should not result in part of the student’s programme being missed. |
| **Last date of attendance** (LoA start date)  | DD/MM/YYYY |
| **Date of return to study** (LoA end date) | DD/MM/YYYY |
| **New expected programme end date**  | DD/MM/YYYY |
| **Student visa holder**  | Yes/No |

| **Leave of absence reason code** |
| --- |
| Students on medical leave of absence (types 7-11) must provide medical evidence with the leave application. Open Door team evidence can be used to support leave on compassionate grounds, but is not considered ‘medical’ evidence for these purposes. Evidence is required for all types of LoA except codes 02, 03, 12, 16, 17.If a Maternity LOA request refers to pregnancy related health issues, this should be processed as ‘09 Heath (physical)’ to ensure the student receives all SLC funding they are entitled to. They will not be required to provide medical evidence in order to return. |
| **01** | Compassionate | **02** | Programme transfer |
| **03** | Disciplinary | **04** | Employment/placement |
| **05** | Exchange programme | **06** | Financial |
| **07** | Health (mental) | **08** | Health (physical & mental) |
| **09** | Health (physical) | **10** | Health/academic |
| **11** | Health/compassionate | **12** | Motivational |
| **13** | Other | **14** | Personal reasons |
| **15** | Maternity | **16** | Resit exams out of residence |
| **17** | Resit final exams | **18** | Sabbatical year |
| **23** | Academic | **24** | Anticipation of failure |
| **LoA reason code (select one code):** |  |  |

| **Repeat Study**  |
| --- |
| Repeating a period of study allows a student two attempts at the same material, which could place a student at an academic advantage relative to their peers. As a result, **students will only be permitted to repeat a period of study where there is medical evidence which demonstrates that they were unable to benefit from teaching the first time and also unable to take appropriate action** (such as a leave of absence) at the appropriate time (i.e. when the circumstances began). Repeat study is not permitted for periods of leave of absence on motivational grounds. For more information about repeat study, please refer to [Section 4 of the Special Cases Progress Cases Policy](http://www.york.ac.uk/students/studying/progress/scc/policy). |
| **Is a period of repeat study recommended?** | Yes/No  |
| **Start date of repeat study** (LoA end date)  | DD/MM/YYYY |
| **End date of repeat study** (usually the anniversary of the last date of engagement)  | DD/MM/YYYY |
| **Year of study after returning from leave** e.g. Year 1 |  |
| **Transferring to another programme after leave of absence?**If a programme transfer is required, a separate [transfer form](https://www.york.ac.uk/staff/supporting-students/academic/taught/transfer-taught/#tab-2) must be completed and submitted with this form. | Yes/No |
| **Is this student currently receiving Support to Study?** | Yes/No |
| **Attendance and engagement**Please provide information about the student’s attendance and engagement during the period they are requesting to repeat. This could include attendance at seminars, workshops, and supervision meetings, or engagement with assessments. |
|  |

| **Supporting Evidence -** If repeat study is being requested, please see the “repeat study” section above for information about the evidence required. |
| --- |
| Please list  |

| **Repeat Study Fee Waivers**  |
| --- |
| A student who is permitted to repeat a period of study due to exceptional circumstances will be liable for all repeat study fees associated with that period of repeat study.The University will only waive tuition fees for repeat study where the period of repeat is solely a result of an action of the University, i.e. repeat study is necessitated by changes to the programme. |
| **Is some or all of the repeat study unavoidable due to changes to the student’s programme of study?** i.e. they would have returned later in the year but are required to return early to avoid missing new essential teaching? | Yes/No  |
| **If Yes, what period of repeat study is required as a result of the programme changes?** | DD/MM/YYYY – DD/MM/YYYY |
| **Please provide a detailed explanation of the nature of the programme changes:** |
|  |
|

| **Previous Leave of Absence Requests -** Please provide details of previous LoAs approved for this student |
| --- |
| **LoA start and end dates** | **Reason code** | **Return conditions** |
| DD/MM/YYYY – DD/MM/YYYY |  |  |
| DD/MM/YYYY – DD/MM/YYYY |  |  |
| DD/MM/YYYY – DD/MM/YYYY |  |  |
| If a student has already had **more than 3 years of leave of absence**, please confirm that it is still feasible for them to complete their programme, considering any changes to their programme. Does their previously completed study still meet any new learning outcomes? |
|  |
|
|
|

| **Conditions of Return** |
| --- |
| Students who have been placed on leave of absence due to outstanding tuition fees will be required to clear their outstanding debt prior to returning to their studies. Most students on medical leave of absence (LoA codes 07,08,09,10, 11) will nothave a medical fitness to return condition. Medical conditions of return are **only** applicable where a student is subject to a Support to Study enforced suspension of registration, where there are fitness to study requirements, or apprenticeships or professional programmes which may require evidence of fitness to return to satisfy PSRB requirements.  Please note that the exceptional circumstances rules and late submission penalties still apply for students on LoA. |
| **Please specify return condition:** (e.g. medical due to support to study, apprenticeship etc.) |  |
| **During the leave of absence, will the student need to take any University examinations for modules where teaching has been completed?** |
| **Module code** | **Module name** | **Submission deadline/date of examination** |
|  |  |  |
|  |  |  |
|  |  |  |
| **After returning from leave of absence, will the student need to take any University examinations for modules where teaching has been completed?** |
| **Module code** | **Module name** | **Submission deadline/date of examination** |
|  |  |  |
|  |  |  |
|  |  |  |

| **Statement of support from student’s supervisor** |
| --- |
|  |
| **Supervisor name** |  | **Date** | DD/MM/YYYY |

| **Part C: Authorisation by the Chair of the Board of Studies/Graduate School Board** |
| --- |
| I approve this recommendation for a leave of absence. I confirm that the student has not been using University resources (e.g. attending lectures, seminars, supervisions or working in a laboratory) since the proposed start date of the leave of absence. |
| **Name** |  |
| **Role** e.g. Chair of Board of Studies |  |
| **Date** | DD/MM/YYYY |

| **Part D: Submission of the form (Please send as Word doc)** |
| --- |
| Leave of absence requests must all be approved by a Board of Studies/Graduate Board.Please ensure that the relevant form is **completed fully and accurately**, with all necessary supporting evidence **before** it is submitted to Special Cases or Student Records. This will save time for both Student Services and academic departments and ensure faster processing of the request.Before the form is submitted please ensure that:1. The student details are accurate
2. The correct reason and code has been selected
3. That the correct start date has been provided for the leave of absence (see 4.4.1)
4. That the correct end date has been entered for the leave of absence (see 4.4.2)
5. That a new programme end date has been provided
6. The correct repeat study dates have been entered (see 4.4.3)
7. Relevant evidence has been attached in PDF format (see evidence section)
8. Details of any outside funding has been provided (ie Research councils, foreign student loans, etc.)
9. Any academic conditions of return, repeat study, exams required to sit prior to or immediately upon return, or any other conditions required, have been listed
10. "Electronic" signature confirmation of the Chair of the Board of Studies or their nominee has been provided.

Please note that Special Cases will require access to edit and comment on this form, therefore we cannot accept PDF versions. Additional evidence and relevant additional documentation can be sent as PDFs. **Once complete, email this form plus attachments to scc@york.ac.uk** and the Special Cases team will consider this recommendation. A decision will then be emailed to the student and the academic department. |
| **Special Cases Approval Criteria**  |
| A request for leave of absence will require Special Cases approval where any of the following criteria is met: 1. The start date of the Leave of Absence requested is more than 1 semester prior to the date the form is received by Student Records/Special Cases.
2. The student has requested to repeat more than 10 teaching weeks.
3. More than twelve consecutive months of Leave of Absence is requested at one time.
4. Appropriate supporting evidence has not been provided
5. A fee waiver has been requested
6. For undergraduate students, where the total period of Leave of Absence exceeds 4 years, or for postgraduate taught students, where the total period of Leave of Absence exceeds 2 years.

If any of the above conditions are met, the department must request approval from Special Cases by emailing the relevant application form and evidence to scc@york.ac.uk.If Special Cases approval is **not** required, the fully completed form and evidence should be emailed to student-records@york.ac.uk. In cases where departments are concerned about an extended period of LoA that may impact a student's likelihood of program completion, they can seek advice from Special Cases. Special Cases can be asked to make a decision in such cases. |

| **Part E: To be completed by the Special Cases Officer**  |
| --- |
| Case Officer Summary:  |
| **Case Officer Decision** | Approve/Reject and rationale for decision  |
| **Signature** |  |
| **Date** | DD/MM/YYYY |

A Case Officer may reject the request if any of the following apply:

1. There is insufficient information and/or supporting evidence to consider the request
2. The request has been submitted after programme failure, or in order to avoid programme failure
3. The request is entirely retrospective
4. There is insufficient evidence to justify repeat study, i.e the evidence does not demonstrate that the student was unable to benefit from teaching the first time around
5. The repeat study request has been submitted after mark ratification (Summer Boards). Repeat study requests based on retrospective consideration of assessment performance will not be considered.
6. The leave of absence or repeat study request has not been submitted by the deadline specified by Special Cases
7. The request is likely to have significant financial implications for the student, and the student has not confirmed that they are aware of these implications
8. There are valid concerns about the period of time which the student has been away from their studies and subsequent likelihood of completion of the programme
9. The request would place the student at an academic advantage or disadvantage relative to their peers\*

\*For example, a request which would involve a reduced credit load which is not an adjustment for disability, or where a student has already had more than one attempt at the learning material.