



Leave of Absence Request

My Details

Full Name: _____

Student Number: _____

Contact Number: _____

Email: _____

Address: _____

Postcode: _____

Programme Details:

Programme of Study: _____

Level of study: _____

Location of study: _____

Proposed date for commencement of leave of absence: ___/___/_____

Please note that leave of absence requests for after the last teaching week of the academic session will be rejected.

The University will look at a student's overall engagement with the University when determining the start date of a leave of absence.

International students studying on a Tier 4 visa should note that a leave of absence will be reported to the UKVI and this may effect their immigration status in the UK. These students should also advise the UKVI that they are returning home.

All marks obtained prior to the Leave of Absence will be retained/carried forward unless you are successful in applying for the consideration of extenuating circumstances as per the Academic Framework Regulations.

Proposed return to study date: ___/___/_____

Please note periods of leave of absence are usually only permitted for up to one year

Any student not returning from leave of absence as agreed will be deemed to have withdrawn from their programme

Personal Statement



Why are you applying for Leave of Absence?

A leave of absence may be requested by a student for a variety of reasons including medical, financial and personal. Leave of absence cannot be used as a mechanism for preventing academic failure: poor marks or failure to engage are not valid reasons, unless there is illness or other verifiable cause that has been affecting performance. It is recommended that all students considering making a request for a leave of absence seek advice and guidance from both their Programme Leader and Student Advice and Wellbeing Services.

Whilst on leave of absence, a student may not participate in any programme-related activities including assessments. They may access support services offered by Student Advice and Wellbeing Services and IT Services. Students will be contacted one month before they are due to resume studies advising them of registration requirements.

Please attach the relevant evidence.

The University cannot guarantee that a student will be able to continue on the same modules after returning from leave of absence. If there are significant changes to the programme or an individual module then it may not be possible to carry marks forward in the manner agreed at the time the leave of absence was granted.

I confirm that, to the best of my knowledge, the information given in this form is correct.

Signed: _____

Date: _____

Please email your completed form to your Programme Administration Team with any relevant evidence.

Staff Only: Please forward a copy of this form to your Administration contact in LJMU immediately.