

**Leave of Absence Agreement**

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| **Student Information** | | | | | | | | | | | |
| Student’s Full Name: | |  | | | | | | | | | |
| Student ID Number: | |  | | | Level of Study  (e.g. 4, 5, 6, 7): | | |  | | | |
| Current Programme: | |  | | | | | | | | | |
| Start Date of Programme: | |  | | | Last Date of Attendance:  ***(Please note your interruption will begin the next working day)*** | | |  | | | |
| Return to Study Date: | |  | | | Expected Completion Date: | | |  | | | |
| Are you a Tier 4 Student? | | **Yes**  **No** | | |  | | |  | | | |
| **Reason for Leave of Absence (please tick one box)** | | | | | | | | | | | |
| **Academic** | **Tick** | **Career/**  **Employment** | **Tick** | **Financial** | | **Tick** | **Health** | | **Tick** | **Personal** | **Tick** |
| Course intensity |  | Focus on career |  | Insufficient Funds | |  | Illness | |  | Homesickness |  |
| Unprepared for study |  | Employment |  | Fee sponsor issues | |  | Pregnancy/Maternity/  Paternity | |  | Carer Responsibility |  |
| Course Preference |  | Other  *(Provide details below)* |  | Fee Status Issue | |  | Accident | |  | Visa issues |  |
| Other *(Provide details below)* |  |  |  | Lack of financial support | |  | Disability | |  | Bereavement |  |
|  |  |  |  | Other  *(Provide details below)* | |  | Mental Health | |  | Relocation |  |
|  |  |  |  |  | |  | Prefer not to say | |  | Prefer not to say |  |
|  |  |  |  |  | |  | Other *(Provide details below)* | |  | Other  *(Provide*  *details below)* |  |
| Please provide details here if you have selected other reason. | | | | | | | | | | | |
| **Student’s Declaration** | | | | | | | | | | | |
| 1. I understand that during the period of interruption my enrolment is voided for that period and I am not eligible to attend the University, engage in its academic activities including assessment, however students on interruption of studies may access Blackboard, the university’s on-line learning environment. 2. I understand I have agreed a date of return to my studies and that I may be required to comply with requests for information to be eligible to re-enrol to continue my studies. 3. I understand if I am unable to return to my studies on the agreed date of return I must apply for a further interruption or my studies may be terminated. 4. I agree to any of the notes below regarding conditions of my return to study.   Notes regarding conditions of return to study by either the Associate Dean (Academic), Programme Leader or nominee: | | | | | | | | | | | |
| By signing this form, I am agreeing to the above and I understand that there could be changes to the course these could include but not limited to change of course title, the delivery of the course, Block Teaching and assessments.  Student’s Signature  Date | | | | | | | | | | | |
| Associate Dean (Academic), Programme Leader or nominee signature to say they agree an interruption of study under the conditions stated above  Signed  Date | | | | | | | | | | | |

**When you should complete this form**

You are able to request an interruption if you are prevented from continuing your studies for ill-health or some other

legitimate cause. In the first instance you should contact your Programme Leader or Personal Tutor to discuss your options.

You must apply to the Associate Dean (Academic) or nominee for your studies to be interrupted. When completing this form,

you will also need to provide a statement outlining your circumstances and provide third party evidence supporting your request.

**What is a period of interruption and what will it mean for me?** If you have interrupted your study you are not eligible to attend the University, engage in its academic activities including assessment, or make use of its resources during the period of interruption

(except maternity/paternity). However, students on interruption of studies may access Blackboard, the university’s on-line learning

environment. Any such period of interruption contributes towards your maximum period of registration permitted by the [**regulations**](http://www.dmu.ac.uk/scheme-regulations).

When you return from a period of interruption you will be subject to the regulations which apply to the cohort you are joining.

Conditions for return to study (including timing) will normally be decided when approval to interrupt is gained.

**How is an interruption different to a deferral of studies?**

“Interruption of studies” is distinct from “deferral” in that the latter relates solely to assessment while the former refers to student

status. A student can be deferred in an assessment or assessments but continues to exercise the rights, privileges and responsibilities

of student registration, and can continue with studies (subject to any progression requirements). A deferral may be an appropriate

measure in relation to particular circumstances affecting an assessment or assessments, while interruption is suitable if you wish to

disengage from the University completely for a defined period.

**DBS Disclosures (HLS students if applicable)**

All students who interrupt, for a period of over 12 months will need to complete a new DBS disclosure **\***. You will be contacted prior

to your return if you require a new DBS and details of how to obtain this, if you do not obtain a new declaration you may not be

permitted to return to the programme. All interrupted students will also be required to complete a new declaration form

**\*** some programmes do require a new DBS even if the interruption is less than 12 months, the Faculty Office will be able to advise.

**Students at Collaborative Partner’s need to check with partner contact details in the first instance for the following sections:**

**Financial Implications** Be clear on the financial implications of interruption – including impact on course fees/bursaries,

accommodation, student loan etc. Please contact the Student Gateway, Gateway House, T. 0116 257 7595;

E. [**studentgateway@dmu.ac.uk**](mailto:studentgateway@dmu.ac.uk) for advice on the implications of interruption. Further information regarding the

University fee refunding policy can be found at: [**Charging and Refund Policies**](http://www.dmu.ac.uk/dmu-students/the-student-gateway/student-finance-and-welfare/fees-and-funding/tuition-fees.aspx) Students can also contact Student Finance England

(or relevant funding body) directly for advice on their student financial situation.

**Housing Advice** Students living in Halls of Residence should contact The DMU Accommodation Office for advice on leaving halls.

Students renting rooms in private halls should contact the relevant Hall Manager. For private housing, students should seek advice

from their landlord or the Education and Welfare Centre in the De Montfort Students Union.

**Tier 4 Students** If you are a Tier 4 student, the University must notify the Home Office that your sponsorship has been withdrawn, as

DMU can no longer vouch for your presence in the UK. Your leave will be curtailed to 60 days (unless you have less than 60 days

Remaining at that point anyway). When you return to resume yourstudies you must make a new application for a new visa from

your home country. Tier 4 students interrupting their studies will be supplied with a copy of the curtailment guidance issued by the International Admissions Office.

**Useful DMU contacts**

Student Finance and Welfare (The Student Gateway, Ground Floor Gateway House)

T: 0116 257 7595 E: [**studentgateway@dmu.ac.uk**](mailto:studentgateway@dmu.ac.uk)

The Accommodation Office (Room 1.07 Estates Development Building)

T: 0116 257 7577 E: [**accommodation@dmu.ac.uk**](mailto:accommodation@dmu.ac.uk)

De Montfort Students’ Union Education and Welfare Centre (First floor Campus Centre)

T: 0116 257 6307 E: [**www.demontfortstudents.com/welfare**](http://www.demontfortstudents.com/welfare)

Students wishing to interrupt study on medical grounds should contact the Faculty Disability Team.