

Art & Design Leave of Absence request proforma

Please refer to the 'Guidance for Students' section at the end of this document (Section 7) whilst completing this form.

Students should liaise with their Course Leader, Personal Tutor or Module Leader prior to the completion of this form. Students are also strongly advised to meet with any relevant University support services (e.g. Financial Student Support, Accommodation) who may be able to assist with completion of the form.

Sections 1-3 are to be completed by the student. Remaining sections are to be completed by the relevant members of staff.

Section 1 – About You	
1a. Student Name:	1b. Student ID:
2a. Course:	2b. Year of Course:
3. Do you have a Statement of Access or Fitness to Study Action Plan? Please tick the appropriate option: <ul style="list-style-type: none"> Yes – I have a Statement of Access/Fitness to Study Action Plan (delete as appropriate) <input type="checkbox"/> No – I do not have a Statement of Access or Fitness to Study Action Plan <input type="checkbox"/> 	
Section 2 – What Do You Want To Do?	
1. What is the reason for requesting this change? (e.g. mental/physical health; caring responsibilities; bereavement; personal/family crisis; gained part-time employment at placement provider etc.)	
2. Do you have evidence to support your request? Please tick the appropriate option: <p>Yes <input type="checkbox"/> No* <input type="checkbox"/> *See Section 7 for further information.</p> <p>If you have answered 'yes', please attach the evidence to this form and indicate below the type/s of evidence provided. Please tick all options that apply:</p> <p>Doctor's note/letter <input type="checkbox"/> Birth/Death certificate <input type="checkbox"/> Letter from other professional <input type="checkbox"/></p> <p>Letter from Social Services <input type="checkbox"/> Employer letter <input type="checkbox"/> Letter from professional within NTU <input type="checkbox"/></p> <p>Other (please give details below) <input type="checkbox"/></p>	
3. When would you like the change to take place? (e.g. immediately; start of next term; start of next academic year)	
4. When would you like to return to your studies?	
Section 3 – Have You...	
1. Have you met with the University's Student Financial Support Services to gain advice about any possible financial impact of taking a leave of absence (e.g. to include any aspects relating to your current fee liability and any effect on your entitlement to future funding)? Please tick the appropriate option: <ul style="list-style-type: none"> Yes – having sought advice I am happy to continue with my request <input type="checkbox"/> No - I have not met with Student Financial Support Services and am happy to continue with my request <input type="checkbox"/> 	
2. Have you considered how your accommodation contract will be affected by varying your rate of study? Please tick the appropriate option: <ul style="list-style-type: none"> Yes – having considered how my accommodation contract will be affected I am happy to continue with my request <input type="checkbox"/> No – I have not considered how my accommodation contract will be affected and I am happy to continue with my request <input type="checkbox"/> 	

Continued overleaf

<p>3. If you are a Tier 4 student only: Have you met with the University's International Student Support Services to receive advice on the possible impact taking a leave of absence may have on your visa? Please tick the appropriate option:</p> <ul style="list-style-type: none"> ▪ Yes – having sought advice I am happy to continue with my request <input type="checkbox"/> ▪ No - I have not met with International Student Support Services and am happy to continue with my request <input type="checkbox"/>
<p>4. I have considered and responded to each of the above questions and am happy to proceed with my request. I am aware that there is no guarantee that my request will be approved and will continue to attend classes until confirmation is received.</p> <p>Signature _____ Date: _____</p>
<p>What you need to do next:</p> <ul style="list-style-type: none"> ▪ Submit form to your Subject Administrator. ▪ You will be contacted via email (to your University email account) once your application has been considered by the relevant members of staff, to notify you of the outcome. ▪ You are liable for fees until the Leave of Absence form has been received by your Subject Administrator. See Section 7 for further information.

Section 4 – To be completed by Course Leader	
1a. Name of Course Leader: _____	1b. The student has been counselled by an appropriate member of staff within the Course Team on the implications of taking a LoA: Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Recommended Decision; Please tick the appropriate option: Upheld <input type="checkbox"/> Not Upheld <input type="checkbox"/>	
3. Reason for Decision if not upheld (if applicable): _____	
4. Agreed return date: _____ Implication of fees has been discussed with the student <input type="checkbox"/>	
5. Course Leader Signature: _____ Date: _____ Course Leader to return form to Subject Administrator	
Section 5: To be completed by Head of Department	
1. I have reviewed the student's request to take a leave of absence and the accompanying evidence. The application has been upheld/rejected (delete as applicable). (If rejected, please give brief reasons below). Signature _____ Date: _____ Head of Department seek approval from the Dean/Deputy Dean (if required) and signature obtained. On completion return form to Subject Administrator	
Section 6: To be completed by Dean/Deputy Dean (if required)	
1. Signature _____ Date approved: _____	
Section 7 For office use only	
1. Date form received from student: _____	
2. Completed form saved on Student file <input type="checkbox"/> Date: _____	
3. Last date of attendance (if different from date form received from student): _____ Reason for different date: _____	
4. E-Arch completed <input type="checkbox"/> Date: _____ Email sent to ADB Systems, AHD Finance and Subject Co-ordinator. Include REG Tier 4 if International student <input type="checkbox"/>	
5. Date processed by REG E-Arch: _____ Date Change of Circumstances form completed (ADB Systems) and initial of staff member: _____	

Section 8: Guidance for students

Leave of absence (sometimes referred to as a suspension of study or intercalation) may be granted where a student requires a break from their studies for specific reasons (most commonly due to ill health, maternity leave or financial difficulties). In the first instance you should discuss this with your Course Leader or other relevant members of staff in your department. Requesting a Leave of Absence may affect access to University systems; if any students require any further information regarding the termination of IS access, they can contact their Subject Administrator for further guidance.

Section 2.2 Supporting Evidence

If you have answered 'no', please note that formal evidence is normally required for an application to be considered. Details of the types of acceptable evidence can be found on the University's [website](#). In addition to this list, a letter of support from Student Support Services is acceptable if you have engaged with their services during your studies.

Section 2.4 Returning to your studies

A Leave of absence is taken for a set period of time and usually a student would return at the point that they exit. In exceptional circumstances it may be agreed that students return earlier e.g. at the start of term rather than mid-way through. Tuition fees will be applicable from the date of return.

Section 3.1 Finance

Student Finance will calculate any fees that you are owed using the date your leave of absence requested was submitted via this form. Students who intercalate after an advance maintenance payment has been made will be asked to repay any funds no longer due. You can call Student Finance on +44 (0)11 5848 2494 or find further information at [Student Financial Support Services](#). Please also refer to the Universities [fee payment conditions](#) and the [student enrolment conditions](#).

Tuition fees

Undergraduate Home/EU students who take a Leave of Absence part-way through an academic year will be liable to pay a proportion of the full Tuition Fee for that year on the following basis:

Withdrawal Date	Tuition Fee due to the University
21 days or less from the scheduled start date of the Course for that academic year.	No Tuition Fee will be payable for that year.
More than 21 days after the scheduled start date for the Course for that academic year, but on or before the final day of Term 1.	25% of the full-year Tuition Fee.
During Term 2 of the academic year	50% of the full-year Tuition Fee.
During Term 3 of the academic year	100% of the full-year Tuition Fee

Undergraduate International and all Postgraduate students who take a Leave of Absence part-way through an academic year will be liable to pay a proportion of the full Tuition Fee for that year on the following basis:

Withdrawal Date	Tuition Fee due to the University
21 days or less from the scheduled start date of the Course for that year.	No Tuition Fee will be payable for that year.
More than 21 days after the scheduled start date for the Course for that year.	The amount of Tuition Fee payable will be pro-rata to the proportion of the Course already elapsed in that year (measured in weeks) at the date of withdrawal.

If the Student has already paid more than the amount specified in the table above, they would be entitled to a refund of the difference. Please visit the [Nottingham Trent University Fee Payment Conditions](#) for further details

Section 3.2 Accommodation

Residential accommodation provided or arranged by the University is subject to individual agreements which vary between student residences. Any entitlement to a refund or the waiving of any element of accommodation-related fees shall be as specified in the terms and conditions of the Student's formal Accommodation agreement. If you have any questions about any possible departure from your accommodation, please contact NTU Accommodation either by going to Newton Student Support Centre, or on +44 (0) 11 5848 2894, or by email to accommodation@ntu.ac.uk

Section 3.3 International Students only

If you require student entry clearance or leave to remain (a 'visa') to study in the UK, taking a leave of absence from your course is likely to affect your permission to remain here in the UK. Furthermore, if you are a sponsored student, i.e. you were issued with a CAS by Nottingham Trent University that you used to obtain your Tier 4 visa, and you decide to stop studying for any amount of time, the University is required to stop sponsoring you. We are required to withdraw your CAS and report your leave of absence from your course to the UKBA. As you would no longer have a valid Tier 4 sponsor, you would then be required to leave the UK. In order to return to the UK to resume your studies, you would need to apply to us for a new CAS in order to apply for a new Tier 4 visa. If you were to try to return to the UK on your old visa, you would be likely to encounter problems on re-entry. All international students who wish to take a break from their studies are strongly advised to make an

appointment to discuss their individual situation with the University's Immigration Service advisers: +44 (0)115 848 2631 or int.support@ntu.ac.uk

Other things to consider:

Council Tax

If you remain fully enrolled with NTU, you will continue to be considered as a student for Council Tax purposes. If you take an official break from your studies or an extended period of absence, the council may wish to review your circumstances and the decision on whether you continue to be eligible for Council Tax Exemption is at the discretion of the Local Authority.

Student Support Services

If you have any issues which are not directly academic-related and would like to talk to someone, please contact Student Support Services on +44 (0)115 848 2085; ssc.frontdeskteam@ntu.ac.uk

University facilities

Once this form has been submitted, your access to University facilities, buildings and NOW may be affected. If you have any concerns regarding access to facilities, please contact your School Administration Office before submitting this form. You should refrain from attending any taught classes or accessing University premises after the submission of this form unless this has been specifically agreed by your School.

Data protection

All student data is collected, processed and disclosed in accordance with the General Data Protection Regulation (GDPR), introduced in May 2018, and will be treated as confidential. Any information provided will only be seen by a small number of University staff who monitor the provision of student services with the exception of if you are funded by a UK Research Council, as the University is required to inform the relevant funding body of your withdrawal date and the reasons why you have decided to leave.

Right to appeal

Students have the right to appeal the overall decision made and must do so in accordance with the University's Complaints procedure, details at: https://www4.ntu.ac.uk/current_students/resources/student_handbook/complaints_summary/index.html
Any appeal should be put in writing to within 10 working days of the date the decision has been communicated to you.