

Leave of Absence request form

Section 1: Your Details

Surname:	First Name:
NTU ID Number:	Date of Birth:
Course Name:	School Name & Campus

Section 2: Reason for taking a leave of absence from your course (please only tick one box)

<input type="checkbox"/> Studying away from the University	<input type="checkbox"/> Personal reasons
<input type="checkbox"/> Health reasons	<input type="checkbox"/> Travelling/period of time abroad
<input type="checkbox"/> Financial reasons	

Expected Return Date:
Evidence attached? YES/NO

Requesting a Leave of Absence may affect access to university systems and have fee implications, if you would like any further information then please discuss this with your course team before submitting this request.

Section 3: Declaration

I have discussed my reasons for my Leave of Absence with my course leader and confirm I wish to suspend from my studies at Nottingham Trent University. I have read the attached guidance (Section 4) and understand any implications associated with my Leave of Absence.

Student Signature:
Approved/Rejected
NTU Staff Name: NTU Staff Signature:
FOR STAFF USE Please tick here to confirm that the student understands and has been given the relevant information regarding access for the duration of the leave of absence and that the appropriate enrolment status code has been selected.
Date leave of absence form submitted: <input type="checkbox"/>
Date of approval (and name if different from the above signature):

Section 4: Guidance

Leave of absence

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 personal tutor or other relevant members of staff in your department. Requesting a Leave of Absence may affect access to university systems, any students have require any further information regarding the termination of IS access can contact their course administrator for further guidance.

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

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](#).

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.

International students

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)11 5848 2631 or int.support@ntu.ac.uk

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

Student Advice Centre

The Information & Advice Service provides an independent, free and confidential advice, information and representation service to all students at Nottingham Trent University. Our staff members are employed by the Students' Union. We can offer impartial advice without the risk of a conflict of interest if you contact us about problems you might face with any aspect of your time at Nottingham Trent University. For further information, please contact sac@su.ntu.ac.uk

Data Protection

All student data is collected, processed and disclosed in accordance with the Data Protection Act 1998 and will be treated as confidential. Any information you provide will only be seen by a small number of University staff who monitor the provision of student services. If you are funded by a UK Research Council, the University is required to inform the relevant funding body of your withdrawal date and the reasons why you have decided to leave.

University facilities

Once this form has been submitted, your access to University facilities, buildings and NOW may be effected. 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.

