

**Student's Full Name** \_\_\_\_\_

**Student ID Number** \_\_\_\_\_

Level of Study (e.g., 4, 5, 6, 7) \_\_\_\_\_

Current Programme \_\_\_\_\_

Start Date of Leave of Absence **dd/mm/yyyy**

Return to Study Date **dd/mm/yyyy**

International Student? Yes  No

Last Date of Attendance **dd/mm/yyyy**

Is this a request for a Gap year? Yes  No

A student may request to take a gap year from their studies by using the leave of absence form. Evidence will not be required to support such a request. A gap year of no more than one year may be granted, normally on successful completion of a student's current academic level of study. The gap year will be included within a student's maximum period of registration. Gap years are not permitted on apprenticeship programmes.

Reason for Leave of Absence (tick one box)				
Financial	Career change	Personal	Medical	Course unsuitable
Cost of living expenses <input type="checkbox"/>	Change of career <input type="checkbox"/>	Homesick <input type="checkbox"/>	Illness <input type="checkbox"/>	Programme unsuitable <input type="checkbox"/>
Cost of fees <input type="checkbox"/>	Employment <input type="checkbox"/>	Feel that I do not fit in <input type="checkbox"/>	Pregnancy <input type="checkbox"/>	Unprepared for study <input type="checkbox"/>
Fee sponsor issues <input type="checkbox"/>	Other (Provide details below) <input type="checkbox"/>	Carer responsibility <input type="checkbox"/>	Maternity <input type="checkbox"/>	Transfer to another university <input type="checkbox"/>
Lack of financial support <input type="checkbox"/>		Visa issues <input type="checkbox"/>	Paternity <input type="checkbox"/>	Other (Provide details below) <input type="checkbox"/>
Other (Provide details below) <input type="checkbox"/>		Bereavement <input type="checkbox"/>	Mental health <input type="checkbox"/>	
		Re-location <input type="checkbox"/>	Accident <input type="checkbox"/>	
		Other (Provide details below) <input type="checkbox"/>	Lack of support with my disability (Provide details below) <input type="checkbox"/>	
			Other (Provide details below) <input type="checkbox"/>	

Please provide any details to support your reason for application:

**In requesting this Leave of Absence, I agree that:**

1. I understand that during the period of leave of absence my registration is voided for that period and I am not eligible to attend the University, engage in its academic activities including assessment. (Students may access LearningZone, 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 understand that returning in academic years 2024/2025 onwards may result in a change of academic calendar and mode of study. i.e., Block mode of study.
5. I agree and understand the notes below regarding conditions of my return to study.

**Signature of Student** \_\_\_\_\_

**Date** **dd/mm/yyyy**

Notes regarding conditions of return to study by Associate Dean (Academic) or Nominee:

Associate Dean (Academic) or nominee signature to approve Leave of Absence under the conditions stated above.

Signed \_\_\_\_\_

Date dd/mm/yyyy

---

### **When you should complete this form**

You are able to request a Leave of Absence 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 a leave of Absence in your studies. 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 Leave of Absence and what will it mean for me?**

You are not eligible to attend the University, engage in its academic activities including assessment, or make use of its resources during the Leave of Absence (except maternity/paternity). However, students on Leave of Absence may access LearningZone, the university's on-line learning environment. Any Leave of Absence contributes towards your maximum period of registration permitted by the [regulations](#). When you return, 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 of the Leave of Absence is granted.

### **How is a Leave of Absence different to a deferral of studies?**

"Leave of Absence" 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 a Leave of Absence is suitable if you wish to disengage from the University completely for a defined period.

### **DBS Disclosures (Only applicable on some programmes)**

All students on a Leave of Absence 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 students returning from Leave of Absence 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 Partners/Apprentices need to check with partner institution/employers in the first instance for the following sections:**

**Financial Implications** Be clear on the financial implications for a Leave of Absence – 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. Further information regarding the University fee refunding policy can be found at: [Charging and Refund Policies](#) 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.

**Student route Students** If you are a Student Route student, the University must notify the Home Office that your sponsorship has been withdrawn. 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 your studies, you must make a new application for a new visa from your home country. Student route students on a Leave of Absence will be provided 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 W: [demontfortsu.com/support](http://demontfortsu.com/support)

Students requesting a Leave of Absence on medical grounds should contact the Faculty Disability Team.

## Important information for Tier 4 visa students leaving or taking an absence from their studies at DMU

Where a student who holds a Tier 4 visa ceases to study, the university is required to report this change to the Home Office, confirming that the student is no longer sponsored by the University. This applies to students that are leaving the course permanently, students that have an unauthorised absence from the course, and students that have agreed with their faculty to take an authorised break from their course.

### What this means for you

Once the university reports that you are no longer being sponsored to study at DMU, the Home Office will begin processing the curtailment of your visa. This means that they will cut short the length of time your visa is valid to 60 days after the date they notify you of this curtailment. Your original visa will not be valid after this point, even though the details of your original visa end dates will remain in your passport or on your Biometric Residence Permit card. You should not attempt to use this visa to re-enter the UK.

Your visa being curtailed does not mean you will not be allowed to resume your course in the future, only that you will need a new visa to do so, because the university cannot sponsor you while you are not studying at the university.

Please note that if you leave your course early without completing it, you will not be permitted to work during the period between you leaving DMU and your visa ending (either on the original date or on the new date curtailed to 60 days).

### What you need to do next

You will be required to leave the country before your revised visa expiry date. If you do not, you run the risk of becoming an overstayer and incurring a ban on future entry to the UK. Students that have had an application for an extension to their visa and have no further right of appeal or are unable to make an application should also leave the UK to avoid an unfavourable immigration record.

If you have been approved by your faculty to return to your course, you will need to obtain a new visa from your home country. In order to do this, you will need a new **Confirmation of Acceptance for Studies (CAS)** – you will not be able to make your application for a new visa until three months before the date you will resume your course, so it is recommended you contact the university nearer this time to see if you can obtain a CAS.

The university will support all students that are approved to return to resume their studies through issuing a new CAS, where the relevant immigration rules and sponsor duties allow us to do so. If you are to return to your studies, we recommended that you contact the university nearer this time to see if you can obtain a CAS, please contact Student Administrative Support at [sas@dmu.ac.uk](mailto:sas@dmu.ac.uk). Please ensure that you allow sufficient time to receive your CAS and apply for your visa to ensure that you are back at the University for the first week of teaching.

### If you have any problems

Contact us if you have any problems or concerns that are preventing you from leaving the UK – such as your travel documents still being with the Home Office at the time you are required to, or wish to leave the UK. We will contact the Home Office on your behalf and try to resolve this issue where possible.

### Student Declaration: I confirm that I have read the information supplied and will follow the recommendations.

Please select which option applies to your plans following your leave of absence/leaving the university:

- Leave the UK
- Remain in the UK and study at another institution
- Remain in the UK on a non-study visa
- Unsure

Student Name: ..... Student P Number: .....

Student Signature: ..... Date: .....

If you are returning this form by email, please send to [studentvisaqueries@dmu.ac.uk](mailto:studentvisaqueries@dmu.ac.uk)