**Taught student leavers form (standard request)**

This form is for Schools to request permanent or temporary leave for taught students that falls within standard guidelines as outlined on the SES staff guidance pages.

**The completed form should be authorized from the University email account of the student.   
The School then authorize by forwarding the student’s authorisation with the form attached to** [**studentrecords@adm.leeds.ac.uk**](mailto:studentrecords@adm.leeds.ac.uk) **(the document submitted must match the document the student authorised).**

**The leave request will then either be accepted and processed or rejected by Operations, an email regarding the outcome will be sent to the submitting School email.** Where temporary leave is approved and processed, the student’s expected completion date will be adjusted by either one year for standard undergraduate programmes, or otherwise by the number of months of approved leave.

**TAUGHT STUDENT LEAVE REQUEST DETAILS**

|  |  |
| --- | --- |
| ***Student details*** | ***Information*** |
| First name | Click or tap here to enter text. |
| Last name | Click or tap here to enter text. |
| ID number | Click or tap here to enter text. |
| Programme (e.g. BSc Physics) | Click or tap here to enter text. |
| Degree apprenticeship?  *If yes, the leaving date requested must reflect the last instance of learning.* | Choose an item. |

|  |  |
| --- | --- |
| *Leave details* | *Information* |
| Type of leave | Choose an item. |
| Leaving date requested (see SES staff guidance on limitations) | Click or tap to enter a date. |
| Expected return for temporary leave (select ONE) | Choose an item. |
| Reason for leave (select primary reason) | Choose an item. |

|  |  |
| --- | --- |
| ***Further temporary leave requirements*** | ***Y/N*** |
| School has independent evidence of reason for leave (ALL reasons) | Choose an item. |
| School and student have agreed and documented conditions of return | Choose an item. |
| The leave request is within the “temporary leave” category (and so outside the “exceptional leave” category) as described by Student Cases. | Choose an item. |
| Is the leave due to Change of Programme starting in the next semester?  *If yes, student must be accepted onto new programme before leave is processed.* | Choose an item. |
| Is the leave for semester two teaching only?  *If yes, chair of SSCC must approve this request.* | Choose an item. |
| \*If Employment/financial reasons are approved by Head of School, please confirm Head of School approval for this request is on School records and can be produced. | Choose an item. |
| Will the student need to join a cohort with a different intake month (and therefore programme code) on return? | Choose an item. |

**IMPORTANT INFORMATION TO READ (AS PART OF SUBMISSION)**

For **overseas students in the UK under the Tier 4 Student Visa**, taking leave will affect your immigration status in the UK. The University is required to report changes in status to the Home Office. Please contact the International Student Advice Team internationalstudents@leeds.ac.uk for further information about your immigration status.

Students in **University Accommodation** should contact accommodation@leeds.ac.uk to arrange the details of terminating their contract and moving out of their residence.

The **leaving date requested** (such as on a taught student leavers' form) is used as an indicative date only. The leaving date finalised on the student record (Banner) by the University’s operations team reflects when the leave request is fully approved by the University.

The **tuition fee charging policy** for students who leave during an academic year varies according to the level of study and fee status. See Student Finance (Fees) website for details <http://students.leeds.ac.uk/tuitionfeeliability>

We value our students and want to make sure that we have done everything we can to support you. Please visit <http://students.leeds.ac.uk/leavingtheuniversity> for **details of support available** before you decide to leave.

**STUDENT DECLARATION** (student to provide authorisation on email trail of submission)

I am satisfied that I have been made aware of, and directed to resources for, implications of this leave request. I have read the “important information to read” section on this form. I am aware of implications particularly regarding funding, fees, study progression, fitness to study, support for my health and wellbeing, and University accommodation. Where leave is temporary, I have agreed any conditions of return with my School and provided independent evidence of my reason for leave.

**PARENT SCHOOL DECLARATION** (School to provide authorisation on email trail of submission)

We, the parent School, are aware that the student is taking temporary or permanent leave as described above, and we agree to any temporary period of absence described.

**END OF FORM.**