**Personal Details**

* This form **is not for students who have failed and are required to re-sit** - in these cases, please contact the Examinations team on [examinations@leeds.ac.uk](mailto:examinations@leeds.ac.uk).
* This form is only for students **within** the maximum time period (duration of study +2yrs).
* **All** sections of this form must be completed for all students.
* Schools should communicate with their Progress Clerk to ensure the relevant modules are added to the student record.

|  |  |
| --- | --- |
| Student ID: |  |
| Surname: |  |
| First Name: |  |
| Programme: |  |

**Programme Details** please enter in format DDMMYYYY

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Original Start Date: |  |  |  |  |  |  |  |
| Extension From: |  |  |  |  |  |  |  |
| Extension until: |  |  |  |  |  |  |  |

**Extension Details place an ‘x’ against the reason & state if they are to be charged or not**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reason** | | | | **Further information** *(type below with any details of mitigating circumstances beyond control of student)* |
| Departmental |  | Employment |  |  |
| Financial |  | Personal |  |
| Illness |  | Other |  |
| Family |  |  |

**Visa status**

If you are an International student studying on a Student Visa and you are unable to register due to Visa issues: please contact the Student Visa Advice team for further advice on [studentvisaadvice@leeds.ac.uk](mailto:studentvisaadvice@leeds.ac.uk), or check their webpage for further contact information at [http://students.leeds.ac.uk/info/10500/international\_students/877/international\_student\_office.](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fstudents.leeds.ac.uk%2Finfo%2F10500%2Finternational_students%2F877%2Finternational_student_office.&data=05%7C01%7CA.Dobson%40leeds.ac.uk%7C22dac321b056457e597d08da3cbae6c7%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637889070718395003%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=05NyUgUelMGqelfAeqoCVFOjttDX3EpHguXYHLhIDbI%3D&reserved=0)

|  |  |
| --- | --- |
| Charge extension fee? | Yes / No |

|  |  |  |  |
| --- | --- | --- | --- |
| Completed by: |  | Date: |  |
| Department: |  | | |
| **Please return completed form promptly to Programmes & Assessment (Operations):** [**studentrecords@adm.leeds.ac.uk**](mailto:studentrecords@adm.leeds.ac.uk) | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For Operations Use only** | | | | | | | | | |
| Eligible for extension | Y/N | ISA Check | Y/N | New Record required | Y/N | Fee | Y/N | Letter/Email Notification  Schools/SA | Y/N |