**Taught student leavers form (Operations)**

**Schools may use this form to request standard temporary or permanent leave for taught students. Guidelines for leave are available on the SES staff webpage** [**Student Leavers**](https://ses.leeds.ac.uk/info/21640/student_leavers/940/permanent_leavers)**.**

**Important points:**

1. Where possible to ensure consistency, the School should complete this form for/with the student.
2. Leavers form can only be received from the parent School, and not direct from individual students.
3. Student authorisation should be from an official University email address, where possible.
4. Students should have been signposted to resources to understand the implications of taking leave.
5. Once processed, Operations will send confirmation to the School.
6. It is the School’s responsibility to ensure the student is updated on the outcome of a leave request.
7. If a request cannot be processed or information is missing, Operations will advise the School.
8. Leave date is only confirmed once we have received a complete and authorised leave request.

**To submit, Schools should email** [**studentrecords@adm.leeds.ac.uk**](mailto:studentrecords@adm.leeds.ac.uk) **to request the leave, attaching both the completed form and an email from the student authorising the request.**

**Student details**

|  |  |  |
| --- | --- | --- |
| First name | Click or tap here to enter text. | |
| Last name | Click or tap here to enter text. | |
| Student ID number | Click or tap here to enter text. | |
| Programme and level *(e.g. BSc Physics)* | Click or tap here to enter text. | |
| Degree apprenticeship? *If yes, requested leaving date must be the last instance of learning* | Choose an item. | |
| Type of leaverequested | Choose an item. | |
| Leaving date requested | Click or tap to enter a date. | |
| Expected return **date** for temporary leave*Leave blank for permanent leave* | Choose an item. |  |
| Reason for leave (select primary reason) | Choose an item. | |

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| **Complete these for TEMPORARY LEAVE ONLY** | **Select yes / no** |
| School has independent evidence of reason for leave | Choose an item. |
| School and student have agreed and documented conditions of return | Choose an item. |
| This is temporary leave and not ‘exceptional leave’ for Student Cases. *In particular check week 8 requirement, duration of leave and reasons for leave.* | Choose an item. |
| Leave request is for semester two teaching only  *If yes, chair of SSCC must approve this request.* | Choose an item. |
| Leave request is due to a change of programme starting next academic year  *Student must be accepted onto new programme before leave is processed.* | Choose an item. |

**PLEASE ENSURE YOU HAVE READ AND UNDERSTAND ALL OF THE FOLLOWING:**

**International students in the UK studying on a student visa** - taking leave will affect your immigration status in the UK. The University is required to report status changes to the Home Office. Contact the Student Visa Advice Team [studentvisaadvice@leeds.ac.uk](mailto:studentvisaadvice@leeds.ac.uk) for further information about immigration status.

Students in **University Accommodation** should contact [accommodation@leeds.ac.uk](mailto:accommodation@leeds.ac.uk) to discuss terminating their accommodation contract and moving out of their accommodation.

**Leaving date finalised on Banner student record** will be confirmed by Operations at the point of processing. This date reflects when the leave request was fully approved by the University.

**Tuition fee charging policy** - varies according to time of year the student leaves, level of study and fee status. Visit [Fees webpages](http://students.leeds.ac.uk/tuitionfeeliability) for further details on this.

**Students** – we want to make sure we have done everything we can to support you before you decide to leave. Please explore all [support available](http://students.leeds.ac.uk/leavingtheuniversity) to you before making your decision

**STUDENT DECLARATION** – Students, please include the text below in your authorisation email to your School

*I am satisfied that I have been made aware of, and directed to resources for, implications of this leave request. I have read all of the important information 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** – Schools, please include the text below in your email to Operations

*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.*