

AUTHORISED LEAVE FORM

Academic Year/.....

If you wish to be granted authorised leave please complete all sections of this form and return it to the **studentabsences@glyndwr.ac.uk**. Your authorised leave must be approved by your **Programme Leader and the Immigration Compliance Manager** (if you are an international student). You must attach evidence of why you are seeking authorised leave. Please note authorised leave is normally only granted for 2 weeks (or up to 4 weeks in exceptional circumstances); longer periods of absence require suspension of studies. Students must fully complete sections 1 to 5.

1 – Student

University Number (from ID card): Date of birth:

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First name: Surname:

Please identify your fee status: UK (LEA/SLC ref no.....) EU International

2 – Programme

Programme of study: Course Code: Year of programme:

3 – Authorised Leave Details (Both dates must be completed)

Last date of attendance on the above programme:

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Proposed date of return to the above programme:
(No later than 2 weeks from the date above)

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Please identify the reason for authorised leave:

- 10 Gone into employment
- 04 Health Reasons
- 06 Financial Reasons 11 Other (please state below)
- 07 Personal Reasons 99 Unknown

Further explanations/details (for reason 11 Other):

Signature of Student	Date
.....

4 – Academic Approval

I approve the request to suspend enrolment for the above named student:

Programme Leader (sign) (print name) Date.....

5 – Entry Clearance Letter

If you require an entry clearance letter, please tick and indicate the details below. Allow 48 hours for the letter to be produced.

Port of entry (airport or seaport).....

Date of departure..... (must correspond with dates in section 3)

Date of return..... (must correspond with dates in section 3)

Immigration Compliance approval:

Name..... Signature (or attach email)..... Date.....

Recorded on attendance monitoring system: Date..... Initial.....

Mae'r ffurflen hon ar gael yn y Gymraeg/This form is available in Welsh