

**THE GLASGOW SCHOOL OF ART** APPLICATION FOR LEAVE OF ABSENCE

**To be completed by the Student**

<b>Name</b>		<b>Matric number</b>	
<b>Programme</b>		<b>Year of study</b>	
<b>Tel</b>		<b>E-mail</b>	

If you are an International Student and in the UK on a student visa, your right to remain in the UK will be affected by a temporary suspension from your study. During a period of Leave of Absence your student visa will be cancelled and you will be required to return to your home country for the time that you are on Leave of Absence. You would then be required to apply for a new visa when you are returning to study. Please contact Student Support for advice on the visa process.

<b>Address during Absence</b>

Please note that temporarily withdrawing **after 30<sup>th</sup> November** may impact on future funding applications. Please contact the Finance Office for further information.

<b>Date of Withdrawal</b>	dd/mm/yy
<b>Expected Return Date (This cannot exceed 1 academic year)</b>	dd/mm/yy

<b>Grounds for request</b>

Please note that grounds for request **must** be evidenced with sufficient documentation; for example, a letter from your General Practitioner to evidence medical grounds. We will also require sufficient evidence that you are fit to resume your studies.

I confirm that I have read and understood the guidelines that accompany this form and understand the academic, financial and visa (if applicable) implications of taking a Leave of Absence. I have also read and understood all the conditions relating to my application for a Leave of Absence and I agree to abide by them, and provide any evidence of having met these conditions (if applicable), if permission is granted.

<b>Signature</b>	<b>Date</b> dd/mm/yy
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Please now make the appropriate appointments with your Programme Leader in order to have your application authorised.

**To be completed by the Programme Leader:**

<b>Was the student interviewed in person?</b>	
<b>Date of interview</b>	
<b>Student will not exceed the maximum duration for their programme?</b>	
<b>Date of Re-admission</b>	

<b>Conditions for return (if applicable)</b>

I approve this student's request which I am satisfied is soundly based. The student will be re-admitted to the programme, subject to the aforementioned conditions (if applicable). I am also satisfied that they will not exceed the maximum duration of study for their programme.

<b>Signature</b>	<b>Date</b> dd/mm/yy
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**To be completed by the Head of School:**

On behalf of the Examination Board, I approve this student's request which I am satisfied is soundly based. The student will be re-admitted to the programme on the date agreed and subject to the above conditions. I am also satisfied that they will not exceed the maximum duration of study for their programme.

<b>Signature</b>	<b>Date</b> dd/mm/yy
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*The School collects and processes information, including images, about its students for various academic, administrative, health and safety reasons. The information is provided in accordance with the 1998 Data Protection Act, and is disclosed to third parties only with the individual's consent or to meet a statutory obligation, an example of this is the disclosure of information to the Higher Education Statistics Agency [HESA].*