

This form should be completed by students wishing to request a period of leave from their studies. Leave requests may not exceed one academic year.

STUDENT INFORMATION			
ACADEMIC YEAR:	STUDENT ID NO:	YEAR OF ENTRY:	
SURNAME:		OTHER NAME(S):	
TELEPHONE 1:	TELEPHONE 2:	EMAIL (Please write legibly):	
ADDRESS (Local only):			
UNDERGRADUATE LEVEL (please tick one):	<input type="checkbox"/> Level I (New)	<input type="checkbox"/> Level I (Continuing)	<input type="checkbox"/> Level II <input type="checkbox"/> Level III
PROGRAMME: <input type="checkbox"/> BA <input type="checkbox"/> BEd			

LEAVE REQUEST																				
<p>TYPE AND PERIOD OF LEAVE REQUESTED</p> <p>1. Short Leave (1-14 days): Period _____ to _____</p> <p>2. Long Leave: <input type="checkbox"/> Semester I only <input type="checkbox"/> Semester II only <input type="checkbox"/> Academic Year: 20____/20____</p>																				
<p>REASON FOR REQUESTED LEAVE (Tick all that apply):</p> <p><input type="checkbox"/> Financial <input type="checkbox"/> Work-Related Personal <input type="checkbox"/> Not registered for any Semester I courses <input type="checkbox"/> Medical (Medical Certificate)</p> <p><input type="checkbox"/> Other (Please state):</p>																				
<p>HAVE YOU BEEN GRANTED LEAVE OF ABSENCE BEFORE: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please enter all periods in the table below</p> <table border="1"> <thead> <tr> <th></th> <th>Academic Year</th> <th>Semester</th> <th>Dates (enter for short leave only)</th> </tr> </thead> <tbody> <tr> <td>1st</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2nd</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3rd</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4th</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Signature of Student: _____ Date: _____</p> <p><i>Please return completed form to the Faculty Office, Faculty of Humanities and Education. The form should reach the office no later than the semester I registration deadline date for leave requests for semesters I or II or academic year; and no later than the semester II registration deadline for leave requests for semester II.</i></p>		Academic Year	Semester	Dates (enter for short leave only)	1st				2nd				3rd				4th			
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OFFICIAL USE ONLY
<p>DEAN'S COMMENTS</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>Dean's Signature _____ Date: _____</p> <p>FACULTY BOARD PAPER NO. _____ ACADEMIC BOARD SUBMISSION DATE: _____</p>