Please use this form if you wish to request authorised absence during term time. **Please do not book flight tickets before obtaining approval from the compliance team.**

# **Step 1: Student's Details - To be completed by Student (BLOCK CAPITALS)**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | First Name |  |
| Student I.D. Number |  | Date of Birth |  |
| Programme Title |  | Year |  |
| Prog.Code |  |  |  |

You can find your Prog. Code in MyRegistry

|  |  |  |  |
| --- | --- | --- | --- |
| Last Date of Attendance: |  | Date returning |  |

Reason for absence: (please attach documentary evidence with this completed form)

|  |  |
| --- | --- |
| Personal health | 🞏 |
| Family emergency  | 🞏 |
| Other (please state) ………………………………………………………………………………… | 🞏 |
| ………………………………………………………………………………………………………………….. |  |

Please take this form and supporting statement and evidence to your Personal Tutor/ Course Leader.

# **Step 2: Personal Tutor/course Leader Approval**

Please ask your Personal Tutor/Course Leader to sign to confirm:

* The student has no submissions during this period 🞏
* A study plan has been agreed 🞏

(**Please note**: Extension requests or mitigation cannot be submitted for periods of authorised absence)

YES, I SUPPORT YOUR DECISION 🞏 NO, I DO NOT SUPPORT YOUR DECISION 🞏

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Course Leader/Field Leader |

# **STEP 3: STUDENT SIGNATURE**

I acknowledge that I must return on the agreed return date and that if I fail to do so, the university is not obliged to permit me to return.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |

When complete, please email the form to **int.compliance@uwl.ac.uk**

## **School Office**

Date received\_\_\_\_\_\_\_\_\_\_  **School Stamp**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room No.\_\_\_\_\_\_\_\_ Ext. \_\_\_\_\_

**COMPLIANCE**

**Date received Approved by**

**Tier 4 Student Guidance**

Under the UK Visa and Immigration regulations if you have a visa to study at University of West London you must attend all scheduled classes in person during term time. Therefore, absence will only be authorised in the event of an emergency.

**Please note that travel during the university vacation period is permitted and does not require authorisation**.

The information below explains what you must do if you are unable to attend your course during term time.

**Leaving the UK during term time**

You must obtain written permission from your personal tutor or course leader for short periods of absence in term time, for example to return home due to bereavement, or an illness.  Please book an appointment to discuss your situation with a designated member of staff in your Academic School.

**PLEASE NOTE: The UK Border Agency may not allow you to re-enter the UK if you do not have written permission from the University to be absent from your studies during term time or during the dissertation period.**

**Absence due to illness**

If you are unable to attend lectures or sessions on your course, for example because you are ill, you must contact your School Office before your lecture or session takes place. You may also be required to fill out an Authorised absence form.