Please use this form if you wish to request authorised absence during term time

# **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 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 |

If approved, your course leader will let you know and forward the approved form to [academic.administration@uwl.ac.uk](mailto:academic.administration@uwl.ac.uk)  who will log your absence onto our attendance monitoring system