



## UNDERGRADUATE LEAVE OF ABSENCE APPLICATION FORM

I hereby apply for leave of absence

Full Name: \_\_\_\_\_ Student number: \_\_\_\_\_

Qualification registered for: \_\_\_\_\_

Date of submission to Faculty office: \_\_\_\_\_

Please indicate the period/s for which leave of absence is being requested:

Semester/s		Year	

Type of LOA requested (please tick):

Medical	Compassionate	Studies abroad	Work-related (PG only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Brief description of reason for requesting absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Please attach letter from Doctor or Psychologist if Medical or Psychological). Supporting motivation and documentation attached: Yes  No

**Rules relating to attendance and leave of absence**

- G16.3 Senate may grant leave of absence to a student for a specified period usually to the end of the semester or end of year. (Reasons for granting leave of absence include illness and compassion).
- G16.4 Where leave of absence is granted, all courses for the period for which results have not yet been entered, will be withdrawn from the student’s record. The student’s record remains active, and he or she has the right to return at the end of the period without reapplying.
- G16.5 Save in exceptional circumstances, Senate will not grant leave of absence retrospectively (see notes 1 and 2 below).
- G16.6 Leave of absence will not prejudice the progression status of a student.
- G16.7 Students who are granted leave of absence do not have access to classes, supervision, the library, ICTS services, laboratories or other UCT facilities for the duration of the period of leave of absence.
- G16.8 A student who requires leave of absence must apply to the dean of the faculty concerned.

**NOTES:**

- (1) Leave of absence will not be granted after the course has been completed.
- (2) Ordinarily, leave of absence will not be granted in the last quarter of the semester.
- (3) Ordinarily, leave of absence has no impact on fee liability.
- (4) Although students need not re-apply, if the LOA was granted based on ill health, evidence of recovery may be requested before re-registration.
- (5) Periods of shorter than a semester do not need to complete this application, as extension to deadlines can be negotiated with each department by the student.

**Declaration by student:**

1. I note that LoA is likely to affect eligibility for funding, and any awards made may be withdrawn or pro-rated.
2. I acknowledge that a fee refund for leave of absence is granted as set out in section 2.6 in the Fees Handbook.
3. I acknowledge that conditions for my return may be set and must be met before I return.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Leave of absence is hereby: GRANTED <input type="checkbox"/>	NOT GRANTED <input type="checkbox"/>
Conditions for Return (if any): _____	
Faculty Manager: _____	Signature: _____ Date: _____

<b>Office USE:</b> Curriculum implications checked by:	
Curriculum advisor _____	Signature: _____ Date: _____
Dean’s Circular reference: _____	Entered on PeopleSoft _____ Signature: _____ Date: _____