# Taught student leavers form: 2019/20

This form is for Schools to request permanent or temporary leave for taught students. **THE COMPLETED FORM MUST BE SCANNED BY THE SCHOOL WITHIN 2 WEEKS (OF LEAVING DATE) to studentrecords@adm.leeds.ac.uk.** If the student is under extenuating circumstances and cannot sign the form, the School must ensure that student authorisation is attached confirming their intention and agreement to leave.

## STUDENT DETAILS

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>ID number</th>
<th>Programme</th>
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</thead>
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## LEAVE DETAILS

**General**

- Leaving date requested: __-__-____
- □ Permanent  □ Temporary*

**Temporary leave**

- □ Start of standard term 2 **2019/20** 13-JAN-2020
- □ Start of standard term 1 **2020/21** 28-SEP-2020
- □ Other (non-standard)  _____

**Reason for leaving**

**ONE only, if multiple use primary reason**

- □ Health (if factor this MUST be primary reason, evidence to School required**)
- □ Other [Optional to circle: maternity/ family oblig./family ber./ personal/ intercalat.]
- □ Employment (permanent only)
- □ Financial (permanent only)
- □ Transfer to another institute (permanent only) Institute: _____________

**Accommodation**

- □ University (student to contact Accommodation Services)  □ Other

## IMPORTANT INFORMATION

**Overseas students in the UK under the Tier 4 Student Visa:** this change will affect your immigration status in the UK. The University is required to report changes in status to the Home Office. Please contact the International Student Advice Team internationalstudents@leeds.ac.uk for further information about your immigration status.

The **leaving date requested** (such as on a taught student leavers’ form) is used as an indicative date only. The leaving date finalised on the student record (Banner) by the University’s operations team reflects when the leave request is fully approved by the University.

The **tuition fee charging policy** for students who leave during an academic year varies according to the level of study and fee status. See Student Finance (Fees) website for details [http://students.leeds.ac.uk/tuitionfeeliability](http://students.leeds.ac.uk/tuitionfeeliability).

We value our students and want to make sure that we have done everything we can to support you. **Please visit [http://students.leeds.ac.uk/leavingtheuniversity](http://students.leeds.ac.uk/leavingtheuniversity) for details of support available** before you decide to leave.

## STUDENT DECLARATION

I am satisfied that I have been made aware of, and directed to resources for, implications of this leave request. I am aware of implications particularly regarding funding, fees, study progression, fitness to study, support for my health and wellbeing, and University accommodation. I have discussed any conditions of return with my School.

Student signature: ______________________________ Date: ________________

## PARENT SCHOOL TO COMPLETE

We, the parent School, are aware that the student is taking temporary or permanent leave as described above, and we agree to any temporary period of absence described above.

*Temporary leave: conditions of return should be established between School and student, see staff guidance.*

**Where temporary leave is on illness/health grounds, the School must receive documentary evidence in order for the School to then support the request. **Tick the box to confirm this has been received and recorded**

Signature: ______________________________ Print Name: ______________________________

School: ______________________________ Date: ________________