

LEAVE OF ABSENCE POLICY

1. Undergraduates may request to withdraw temporarily from the University – this is known as a ‘Leave of Absence’ (LoA).
2. Undergraduates may apply to Registry Services for an LoA from study for up to two semesters, which may be extended to a maximum of three semesters on special request from the Academic Registrar.
3. Approved LoA provides students with the right to return to the University and to register for a future semester or summer session without applying for readmission.
4. Undergraduates applying for an LoA must be in good academic, social, and financial standing.
5. The University is obliged to report to UK Visas and Immigration (UKVI) any student who is in the UK on a Tier 4 visa but who is not attending classes, and this obligation also applies to students who are taking an approved Leave of Absence from their studies. For the avoidance of doubt, the University’s granting of an LoA cannot be interpreted as granting permission for a student on a Tier 4 visa to remain in the country.
6. Students who take an LoA will have their current visa curtailed and will need to apply to the University for a new CAS, and make a new visa application, before they can return to study.
7. Students in receipt of US financial aid considering an absence of more than six months (ie one semester) should seek advice from the Assistant Dean for Financial Aid and Scholarships before making an application for LoA.
8. Students registered for and attending classes are not permitted to apply for an LoA retrospectively; the LoA must be applied for and approved by the Academic Registrar in advance of the semester in which it is to be taken.
9. On returning from a leave of absence, students continue under the same degree requirements that were in force when they began their leave. Those granted a LoA for medical reasons may be required to provide confirmation from their health-care provider that they are medically fit to resume their studies.
10. Students failing to return to the University following an authorized LoA will be unofficially withdrawn from the University and must apply for re-admission, should they wish to return to studies. On re-admission they are governed by the degree requirements in effect at the time of re-admission.
11. Students who have left the University without being granted an LoA and who later wish to return to the University to complete requirements must apply for readmission.

