

LEAVE OF ABSENCE FORM

This form should be completed by the student in conjunction with the Course Director. Please note that all amendments require Faculty approval. The completed form should be returned as appropriate to:

- ∞ Belfast – Student Services
- ∞ Coleraine – Faculty Office
- ∞ Jordanstown – Faculty Office
- ∞ Magee – Faculty Office

FACULTY STAMP

(Please note this form cannot be processed unless it has been stamped by Faculty)

IMPORTANT INFORMATION REGARDING DEREGISTRATION & TUITION FEES CAN BE FOUND OVERLEAF

PERSONAL DETAILS

(This section must be completed in all cases).

Forename: _____ Surname: _____

I.D Number: _____ DOB: _____

Address: _____

Faculty: _____ Campus: _____

Course Title: _____ UCAS Course Code: _____

Course Code: _____ Year: _____ Mode of Study: FT or PT (please circle)

Please tick if Intention to take Leave of Absence has been completed online:

NOTIFICATION OF LEAVE OF ABSENCE

If the student has registered for the current academic year then *Intention to apply for Leave of Absence* should be registered on the Student Self Service web page before this form is completed. The student will be liable for fees up to the date *Intention to apply for Leave of Absence* has been completed online. (Student Self Service web page can be found at: <https://srssb.ulster.ac.uk>)

If the student has not yet registered for the current academic year then *Intention to apply for Leave of Absence* through Student Self Service is not required, only the appropriate paperwork.

(Each student should submit a written application for leave of absence to the Course Director. This should include detailed reasons for the request. Appropriate documentary evidence should be attached to the application. The written application should be retained by the Faculty Office).

Reason for Leave of Absence: _____

Course Director's signature: _____ Date: _____

Student's signature: _____ Date: _____

If you have not registered your intention online, the Leave of Absence will take effect from the date this section is completed by the Course Director.

Please ensure this section is completed before sending to Registry as Leave of Absence cannot be applied without authorisation from the Dean.

Date Leave of Absence is granted until: _____

Signature of Dean: _____ Date: _____

IMPORTANT STEPS TO FOLLOW TO COMPLETE DEREGISTRATION:

Deregistration is the term given to a break in study via Withdrawal from study or Leave of Absence. Further information can be found at ulster.ac.uk/academicsservices/student

1. Complete the intention to deregister on the Portal : <https://srssb.ulster.ac.uk>
2. Seek advice from your Course Director and understand financial implications outlined below.
3. Complete a Leave of Absence form with your Course Director.

TUITION FEE LIABILITY

(Information can be found at: <http://www.ulster.ac.uk/finance/fees>)

New students have a 14-day right to cancel from point of Registration before becoming liable for fees.

Full-time Home/EU Undergraduate, PGCE/Postgraduate Taught/MPhil and MRes Students:

Please note that once registered full-time Home/EU undergraduate, PGCE/Postgraduate Taught/MPhil and MRes students will be liable for fees as follows:

Withdrawals/LOA dates

Start of term until 1st Sunday in January
From 1st Monday in January until 1st Sunday after Easter
From 1st Monday after Easter until end of term

Fee Liability

25% of full annual fee*
50% of full annual fee*
100% of full annual fee*

*The fee liability is in percentage terms of the full annual fee for the appropriate mode/level of study.

Part-time Home/EU Undergraduate/Postgraduate Taught/MPhil and MRes students:

Withdrawal/LOA dates

From 1st day of term until 31st
October

From 1 November until 3 January

From 4 January until 28 February From
1 March

Fee Liability

25% of the full annual fee or 50% of the semester 1
fee whichever is the highest.

50% of the full annual fee or 100% of the semester 1
fee whichever is the highest.

75% of the full annual fee

100% of the full annual fee

Overseas Full-Time and Part-Time

Withdrawal/LOA dates

From 1st day of term until 31 October
From 1 November until 28 February
From 1 March

Fee Liability

Nil
100% of semester 1 fees
100% of the full annual fee

Please note that Overseas Distance Learning students will be required to pay a non refundable deposit equal to 20% of their tuition fees at registration.

FOR OFFICIAL USE

REGISTRY STAMP

Database updated by: _____

Date: _____

CoC submitted if applicable: _____

Fees notified if applicable: _____