



Application for Leave of Absence

Academic Year 2020/2021

Section A: Leave of Absence Procedure

If you wish to apply for leave of absence, please complete this form, obtain all required signatures of approval and return to Registry by the closing date.

A Leave of Absence may be granted to students who have already completed and availed of the R32 or R33 process in the previous academic session [Ref: DCU M&S Section 5], or who are about to enter their final permitted year of registration and have documentation to support that they have:

- serious ongoing/medium term medical problems
- serious ongoing/medium term documented personal issues (mental health, family situation)
- serious medium term work commitments (relocation of self or partner)

Section B: Leave of Absence Notes

Closing Date: 31ST October 2020

Supporting Documentation

All forms must be accompanied by supporting documentation. Forms received after the closing date are subject to approval and must be accompanied by supporting documentation providing an explanation for the late submission of the request. Leave of absence requests will not be accepted after commencement of Semester One exams.

Fee Implications

Students deferring after the above closing date will be liable to pay programme fees for both the current year and when re-registering in the new academic year. Clarification of fee liability should be sought from the Finance Office.

Fees and Grants

Students are advised to contact the Fees Office in advance of any Deferral of Academic requests to seek clarification of fee liability. Please note if you are in receipt of a grant, **it is your responsibility** to contact your Grant Authority/SUSI to confirm you are deferring the academic year 2020/2021.

Use of University Facilities while on Leave of Absence

You will not have access to your Student Apps page while leave of absence. Arrangements need to be made directly with the Library (external membership card available), Social Centre and/or Sports Complex staff should you wish to use their facilities while on leave.

Resuming Your Studies

If successful in your application, please note that the curriculum of your course may be amended and the same modules may not necessarily be on offer when you return to your studies. Once a leave of absence has been granted for an academic session it cannot be

revoked. The University will make contact with you during the Summer before you are due to resume your studies to confirm your intention to return that September.



Application for Leave of Absence Academic Year 2020/2021

Student Details:

Name: _____ ID Number: _____

Programme: _____

Stages completed: Year 1 _____ Year 2 _____ Year 3 _____ Year 4 _____ Other _____

Previous Deferral granted: Deferral of Academic year? Yes: No:

Deferral of Examinations? Yes: No:

Please state, briefly, your reason for requesting Leave of Absence (**Please ensure all documentary evidence to support application is attached**):

Are you in receipt of a grant from a local authority: Yes: No:

If 'Yes', please name your local authority: _____

Students: Please note if you are in receipt of a **Grant**, it is your responsibility to contact your local authority to advise them that you have been granted a leave of absence for the Academic Year.

I hereby request a leave of absence from the above programme until:

Expected Date of Return : _____ **Academic Year** _____

Signed: _____ **Date:** _____

Chairperson of the Programme Board

On behalf of the _____
 Programme Board, I confirm that the above-mentioned student has been given permission for a
 Leave of Absence for academic year 2019/2020 and to return to the University as outlined above.

Signed: _____ **Date:** _____
Chairperson of Programme Board

Associate Dean for Teaching and Learning

I confirm that the above-mentioned student has been given permission for a Leave of Absence for
 academic year 2019/2020 and to return to the University as outlined above.

Signed: _____ **Date:** _____
Associate Dean for Teaching and Learning

Leave of Absence requests for **Non-EU** students are to be signed by the International Office
 before being submitted to the Registry:

International Office Signature: _____

International Office Date Stamp

 Please return the completed form to:

**Student Enrolment
 Registry
 Dublin City University
 Dublin 9**

Deadline for submission: 31st October 2020.

Data Protection Notice: Personal information that you submit to Registry in connection with any service provision will be treated in
 accordance with the DCU Data Protection Policy, which can be viewed at the following website address:

https://www.dcu.ie/sites/default/files/policy/25_-_data_privacy_policy_v3.pdf