



Application for Leave of Absence Academic Year 2019/2020

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<p>Section A: Guide for Application of Leave of Absence</p> <p>If you wish to apply for leave of absence, please complete this form, obtain all required signatures of approval and return to Registry with all relevant supportive documentation by the closing date below. Registry will contact you by email after the closing date once your leave of absence has been processed.</p> <p>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:</p> <ul style="list-style-type: none"> ○ 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) <p>Leave of absence requests will not be accepted after commencement of Semester One examinations.</p> <p>Closing Date: 31st October 2019</p> <p>Fees and Grants</p> <p>Students are advised to contact the Fees Office in advance of any Leave of Absence requests to seek clarification of fee liability. Please note if you are in receipt of a grant, <u>it is your responsibility</u> to contact your Grant Authority/SUSI to confirm you are taking a Leave of Absence for the academic year 2019/2020.</p> <p>Use of University Facilities while on Leave of Absence</p> <p>You will not have access to your Student Apps page while on 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.</p> <p>Resuming Your Studies</p> <p>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.</p>
Your submission will be treated as strictly confidential



Application for Leave of Absence Academic Year 2019/2020

Section B – Application for Leave of Absence

Submit To:	Student Enrolment, Registry, Dublin City University, Dublin 9
Deadline:	31st October 2019
Surname:	First Name:
Student ID Number:	Contact Phone No.:
DCU Email Address:	Alternative Email Address:
Programme of Study:	
Stages completed: (Please tick relevant year)	
Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Other <input type="checkbox"/>	
Previous Deferral granted: (Please tick the relevant box(es))	
Deferral of Academic year (R32) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Postponement of Examinations (R33) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please state, briefly, your reason for requesting a Leave of Absence (Please ensure all documentary evidence to support your application is attached):	
Are you in receipt of a grant from a local authority/SUSI: (Please tick)	
Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
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:** _____

Student Signature: _____ **Date:** _____

NOTE: you **MUST** secure approval from Chairperson of the Programme Board, Associate Dean for Teaching and Learning and International Office (if applicable) before submitting this form to Registry (see Section C).



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Section C: Signed Approval:

Authorisation Details:

This form must be approved/signed by the Chairperson of the Programme Board and the Associate Dean for Teaching and Learning prior to submitting to Registry for processing.

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

International Office (Non-EU Students only)

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

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

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Official Use only:

Supporting Documentation:

ITS

Email