

Absence Notification for Tier 4 International Students

To be used when students are to be absent from the University, including any holiday approval.

Section 1: Student Details				
To be completed by student				
Name		Student number		Nationality
Section 2: Details of Course and Period of Absence				
Course title				
School		Course level		
Dates of absence	From:		To:	
Reason for absence <small>(please include your destination and travel dates)</small>	E.g. Holiday, Doctor appointment etc.			
Student's signature			Date	
Section 3: Approval - to be completed by School				
Will the student be absent for more than 60 calendar days? <small>(Please note there are likely to be immigration implications if Yes. Please contact ISS for further advice)</small>		Yes	No	
Will the student be registered on a leave of absence on QSIS?		Yes	No	
Recommendation of Course Director/Supervisor:	Approved		Declined	
Comments				
Course Director/Supervisor's signature			Date	

NOTES

- It is the responsibility of both the student and the School Office to ensure that this form is completed. Once the form is complete a copy should be sent (electronically or by internal mail by the school) to International Student Support. The School should also retain a copy.
- The form should be completed by students/Schools in the event that a student wishes to be absent/take a vacation from their studies as follows:
 - UG students** – outside of the official holiday periods designated by the University;
 - PGT students** – *During taught modules*: outside of official holiday periods designated by the University; *During research modules*: at any time (as official University holiday periods do not usually apply);
 - PGR students** – At any time (as official University holiday periods do not usually apply).