

## Authorised Absence Request Form

### For Tier 4 visa holders

You will need to use this form if you can answer yes to all the following questions:

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • You will not engage in any academic activities   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Your attendance will not be monitored  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Your total duration of authorised absence will not exceed 6 weeks within one academic year           | <input type="checkbox"/> | <input type="checkbox"/> |
| • This request is made due to emergency or exceptional circumstances                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| • You understand that you will not be granted an extension to your studies as a result of this absence | <input type="checkbox"/> | <input type="checkbox"/> |

If you cannot answer yes to all questions, you may need to use a different form to request a Temporary Withdrawal or a Change of Study Location. You should contact your department for advice.

#### Section 1: Your personal details:

Surname:

First Name(s):

Student ID number:

#### Section 2: Details of your request:

Last date of attendance: \_\_\_\_/\_\_\_\_/\_\_\_\_

Expected date of return: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please note that a maximum of **six weeks** of authorised absence can be approved within one academic year

Reason for requesting authorised absence:

### Section 3: Guidance and Declaration:

Under certain circumstances the University is able to grant a short period of authorised absence not exceeding a maximum of **six weeks within one academic year** in total. This allows students sponsored by the University under a Tier 4 visa to take a short period of leave from study, without the University having to cease sponsorship and report this to the Home Office.

Unlike with temporary withdrawal, a period of authorised absence will **not** be added to your registration period, so careful consideration should be given to whether a period of authorised absence is appropriate. Your department will only support your request for a period of authorised absence if it is satisfied that you will not be missing critical elements of your course and that on your return you will be able to resume your studies without having to repeat any previous period of study.

Please note that should you fail to return when expected from a period of authorised absence, the University reserves the right to initiate a period of temporary withdrawal on your behalf \*. If you did not resume your full-time studies, the University would be required to stop sponsoring you and would need to report this to the Home Office, who would curtail your visa, meaning that you would need to leave the UK to avoid becoming an overstayer. Once you had returned home and had provided the Immigration Service with proof of your flight details, you would be able to apply for a new CAS to be used in a new Tier 4 visa application. If you were to try to return to the UK on your old visa, you would be likely to encounter problems on re-entry as this visa would normally have been cancelled.

\* Please note the standard period of temporary withdrawal for a Postgraduate Taught student is 1 year.

You will be expected to attend the International Office, with a form of identification, on the first working day after the end of your period of authorised absence, so that the University can verify your return.

Once you have completed this form, please review the information submitted carefully and sign below. If you are submitting this form electronically, please type your name below. You should then submit the form to your department, either through your departmental office, the Director of Graduate Studies or your personal tutor/supervisor. The request will be considered by your department and if supported will be passed to the Academic Office for approval. If the request is approved, this will be confirmed to you in writing.

- **I declare that the above information is factually correct and that I have read the guidance provided.**
- **In the event that my period of absence exceeds the approved period, I authorise the University to take steps to initiate a period of temporary withdrawal on my behalf. For Tier 4 visa holders, notification to the Home Office will be made on the next working day after the agreed end date of the authorised absence which will result in my visa being curtailed and I would be expected to leave the UK.**
- **I understand that I will need to present myself with a form of identification to the International Office Reception (University House) the day after the agreed end date to protect my immigration status and registration at the University.**

### Section 4: Departmental Support

**Only to be completed by the Head of Department or Director of Undergraduate/Graduate Studies.**

**I confirm that the dates of authorised absence provided by the student are accurate and this will not result in the student having been granted a period of authorised absence which exceeds 6 weeks within one academic year, and that the department supports this request. I am satisfied that on their return the student will be able to resume his/her studies without having to repeat any previous period of study:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

Once complete, please forward this form to Student Records, Academic Office, University House (studentrecords@warwick.ac.uk) for postgraduate taught students, or the Graduate School, Academic Office, Senate House (graduateschool@warwick.ac.uk) for postgraduate research students. Please note that final approval for periods of authorised absence rests with the Chair of the Board of Graduate Studies.