

## LEAVE OF ABSENCE POLICY

**Students must notify their Course Leader or Coordinator with a valid reason in writing for lateness and absence in advance or at latest within 24 hours of the start time of the missed class.**

Students should not assume requests for leave of absence will be granted. They should always check and gain permission from Course Leader/Coordinator first.

In addition, students are required to fill in the relevant form (see the Forms section of the Student Handbook):

- **Sickness:** Absence due to sickness should be notified to your Course Leader or Coordinator in advance or within 24 hours of the start time of the missed class and medical certification should be submitted along with the Sickness Self-Certification Form (see the Forms section of the Student Handbook).
- Prior Engagements
- Leave of Absence
- Holiday

Such evidence can be an important consideration in the decisions made about whether you complete your course and awarded a certificate of completion. NB. no course fees rebate can be made for time lost due to any medical reasons.

If a student does not attend sufficient teaching days, the LFA may not be able to award the BA/Diploma/Certificate at the end of the course.

