

# Procedure 6.10

## Leave of Absence

### 1. Introduction

Students must notify their Course Team, 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.

### 2. Requesting a leave of absence

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

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

- **Sickness:** Absence due to sickness should be notified to your Course Team 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
- 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/MA/Diploma/Certificate at the end of the course.

### 3. Forms

#### **BA forms**

*Sickness Self-Certification Form*

*Prior Engagement/ Leave of Absence Request*

#### **MA forms**

*Prior Engagement/ Leave of Absence Request*

*Sickness Self-Certification*

#### **Diploma & AFC forms**

*Sickness Self-Certification Form*

*Prior Engagement/ Leave of Absence Request*

#### **Short Course forms**

*Sickness Self-Certification Form*

*Prior Engagement/ Leave of Absence Request*

