

Application for Authorised Absence Form (Tier4/Student Route)

Complete this form if you are going to be absent from College for longer than two weeks during term time.

Student Details	
Student name:	Student ID:
Course name:	Year of course:
UAL email address:	Contact number:
Dates of absence (during term time only)	
First date of absence:	Expected return date:
Description of the reason/s for absence: Please clearly state the reason/s for your absence, and give a brief description of the details. Continue on a separate sheet if necessary.	
What supporting evidence is attached to this form?	
Have you discussed this with your Course Leader? Yes/No	
Signature of student:	Date:

1. The completed form and supporting evidence should be emailed to the Immigration Compliance Team.
2. We will require written confirmation from your Course Leader in support of your absence.
3. Once your application for authorised absence has been reviewed, you will receive the decision via email to your UAL email address. If rejected, your absence will be recorded as non-engagement.
4. Normally an absence can only be authorised for up to four weeks during term time, an absence of longer than four weeks may be not authorised.
5. If you know in advance that you are going to be absent from College for longer than two weeks, you must request the application form no later than ten working days before the absence. Requests made after this time may not be authorised.

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OFFICE USE ONLY

Evidence seen: **Yes/No**

End date of authorised absence:

Absence authorised: **Yes/No**

Additional comments:

Staff name/signature:

Date:

Missed weeks of contact: