

Universiti Tunku Abdul Rahman			
Form Title: APPLICATION FOR LEAVE OF ABSENCE			
Form Number: FM-DACE-020	Rev No.: 2	Effective Date: 13/09/2023	Page No: 1 of 3

Student Name: _____

Student ID No.: _____ Contact No: _____

Programme of Study: _____

Current Year and Trimester of Study: _____ Intake Joined: _____

I would like to apply for a Leave of Absence

Starting from: Month _____ Year _____

Returning on: Month _____ Year _____

Total of duration for Leave of Absence applied for _____ Trimester (s) / _____ Year (s)

Courses registered during the current trimester (course code and course name):

(i) _____ (ii) _____

(iii) _____ (iv) _____

(v) _____ (vi) _____

Reason(s) for Leave of Absence:

I attach herewith document(s) deemed relevant to support my application.

Student Signature: _____ Date: _____

For Office Use

1. Centre / Faculty / Institute

Received by (Name): _____ Signature: _____

Date: _____ Student Status: _____

2.Verification from DISS (Only for International Student)

Visa Expiry Date: _____

Student required to apply renewal by: _____

Student has applied for renewal: YES / NO

Verified by: (Name) _____ Signature: _____

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3.Verification from Centre / Faculty / Institute

(i) General Office

(a) Is the application received **AFTER** the end of Week 10 of Long Trimester OR Week 5 of a Short Trimester?

YES

NO

(b) Is the student being **BARRED** from Trimester Examination?

YES

NO

Where the answer is “YES” for either (a) and / or (b), the application for Leave of Absence is automatically disallowed. However, the Dean / Director of Centre / Faculty may approve this application under extenuating circumstances.

(ii) Approval by Dean / Director of Centre / Faculty

Approved

Not Approved

Comments: _____

(state the extenuating circumstances if any/applicable)

Name and Signature: _____ Date: _____

4. Division of Admissions and Credit Evaluation

Received by _____

Action Taken by _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Policies on Leave of Absence

Students are advised to read the following carefully:

- 1) A student who decides to apply for Leave of Absence from his programme of study may do so by submitting the prescribed "Application for Leave of Absence" form which can be obtained from Centre for Foundation Studies / Faculty General Office / Centre for Extension Education / Division of Admissions and Credit Evaluation
- 2) An application for Leave of Absence must be made **before the end of Week 10 of a Long Trimester** or **Week 5 of a Short Trimester** except under extenuating circumstances approved by the University.
- 3) No Leave of Absence is allowed unless duly approved by the Dean of Faculty / Director of Centre.
- 4) The maximum duration of Leave of Absence are stated as follows:
 - a) Foundation Level (maximum 1 year)
 - b) Bachelor Level (maximum 2 years)
- 5) The period herein granted as Leave of Absence shall not be taken into account as part of the maximum candidature period prescribed for the programme.
- 6) The Leave of Absence can only be allowed up to a minimum of **ONE Trimester**.
- 7) Students who are on the barring list are not allowed to apply for Leave of Absence except under extenuating circumstances approved by the University.
- 8) Transfer of Fees
 - a) Application for Leave of Absence received before the 5th week of commencement date:
 - 100% of fees paid would be transferred to the trimester where the student rejoins; and
 - Fees transferred will not be refunded where the students withdraw from the University.
 - b) There will be no transferred of fees paid if the application for Leave of Absence is received after 4th week of the commencement date.