



# BSc(IT) Leave of Absence

<b>NAME</b>	<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> </tr> </table>								
SURNAME _____ <small>(Family Name)</small>	<b>STUDENT NUMBER</b>								
OTHER NAMES _____									
DATE OF BIRTH ____/____/____									
ADDRESS _____									
POSTCODE _____									
TELEPHONE NUMBER _____	MOBILE NUMBER _____								
COURSE TITLE _____									
COURSE CODE _____	CAMPUS _____								

**APPLICATION FOR LEAVE OF ABSENCE FROM COURSE/PROGRAM OUTCOME**  
(NOT WITHDRAWAL)

LEAVE OF ABSENCE FOR SEMESTER  
(Please indicate year and semester)

	SEMESTER	Year	_____
	SEMESTER	Year	_____
	SEMESTER	Year	_____

DATE OF CLASS LAST ATTENDED \_\_\_\_/\_\_\_\_/\_\_\_\_

**REASONS**


**PLEASE NOTE**

THE REFUND IS SUBJECT TO THE RETURN OF YOUR UNIVERSITY ID CARD, FEE RECEIPT AND ANY OTHER UNIVERSITY PROPERTY OR MATERIALS YOU MAY HAVE IN YOUR POSSESSION.

SIGNATURE OF STUDENT \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPROVALS**

DIVISION/FACULTY/DELEGATE \_\_\_\_\_

AWARDING FACULTY/DIVISION \_\_\_\_\_

DATE OF APPROVAL \_\_\_\_/\_\_\_\_/\_\_\_\_ ENTERED DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ INITIALS \_\_\_\_\_

**FEES:** REFUND DUE  CHEQUE REQ PROCESSED  DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ INITIALS \_\_\_\_\_

**OFFICE USE ONLY:** DATE RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_