



RHODES UNIVERSITY

### LEAVE OF ABSENCE APPLICATION FORM

I hereby offer reason(s) for not fulfilling course requirements and make application for a 'Leave of Absence' in respect of:-

PSYC 1		PSY 2		ORG PSY 2		PSY 3		ORG PSY 3	
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Please indicate with a ✓ which course the leave of absence is for.

Name: \_\_\_\_\_ Student no: \_\_\_\_\_

I request a Leave of Absence for:-

	CLASS TEST *	MAKE-UP TEST *	TUTORIAL *
<b>Date of Test</b> <i>Please insert the name and date of the test</i>			
<b>Name of Test / Course</b> <i>Please insert the name and date of the test</i>			
<b>Date of Tutorial (for Psy 1 only)</b> <i>Please note that leave of absences are only granted under exceptional circumstances and proof needs to be provided.</i>			

Motivation for Leave of Absence request: Original documents must be produced:-

<b>Official sporting event:</b> (Leave is only granted for students participating in university, provincial or national teams. An official letter from the Sports Officer confirming your participation must be supplied).	
<b>Medical:</b> You must append a certificate signed by a medical practitioner, psychologist or a Rhodes Health Care Centre sister).	
<b>Death or serious illness in immediate family</b> (Append a note giving details as well as the phone number of a family member who can be phoned for confirmation. Alternatively, where appropriate, a death certificate can be supplied in due course).	
<b>Other reasons:</b> Documentary proof must be attached	

Please indicate with a ✓ which course the leave of absence is for.

We **DO NOT** grant leave of absences in respect of **PRACTICALS** or **LATE submission of assignments**. (Please refer to the undergrad course booklet for more information).

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Signature of student

Date

To be retained by student

#### Notes

- If the Office Administrator/ Course Co-ordinator is satisfied with the explanation given, they will countersign that the LOA has been granted. The tear-off slip **must** be retained by the student while the form will be retained in the department (whether the LOA is granted or not). Without a counter-signature from the Office Administrator/Course Co-ordinator the form does **NOT** grant a LOA. The granting of a LOA remains the prerogative of the Department, and students are advised to familiarise themselves with Departmental regulations, specifically regarding penalties for not handing in assignments on the due date, not earning marks towards a class record, not writing tests or the June examinations, and not attending the required minimum number of tutorials, and practicals.
- Work missed through absence at any time, for any reason, is the responsibility of the individual student. Formal LOA does not remove this responsibility.
- Supporting documentation e.g. medical certificate must be attached if applicable.

Student name: _____	
Leave of absence is hereby _____ <b>GRANTED</b> <input type="checkbox"/> _____ <b>NOT GRANTED</b> <input type="checkbox"/>	
Dates: From _____ to _____	
Signature of Office Administrator/coordinator _____	Date: _____

It is the responsibility of the student to retain this advice as **PROOF** of LOA being granted.