



RHODES UNIVERSITY

LEAVE OF ABSENCE APPLICATION FORM

I hereby offer reason(s) for not fulfilling course requirements i.e. lectures, practicals, tutorials, essays and assignments etc., and make application for a 'Leave of Absence'

Name: _____ Student Number: _____

Date absent from: _____ AM PM To: _____ AM PM

Type of LOA Requested:

Medical <input type="checkbox"/>	Extended Medical <input type="checkbox"/>	Compassionate <input type="checkbox"/>
Psychological <input type="checkbox"/>	Extended Psychological <input type="checkbox"/>	Sport <input type="checkbox"/>
Traditional or Religious <input type="checkbox"/>	Extended Traditional or Religious <input type="checkbox"/>	Cultural <input type="checkbox"/>
Health or Cultural Ceremony <input type="checkbox"/>	Extended Health or Cultural Ceremony <input type="checkbox"/>	Leadership <input type="checkbox"/>

Reason for Absence: Attach relevant supporting documentation to the LOA form _____

Details of course work missed: Subject: _____

Lecture Tutorial Practical Field Trip Essay/assignment Test Other (give details below)

Other details: _____

Address at Rhodes: _____

Signature of student: _____

Application SUPPORTED by:

Name: _____ Phone number: _____
 Designation: _____
 Email: _____ Signature: _____

For Head of Department

Leave of absence is hereby GRANTED NOT GRANTED

Signature: _____ Date: _____

To be retained by student

Notes

- A separate application should be submitted by the student **directly** to **each** department.
- This form, duly completed, and SUPPORTED by the signature of the relevant authority as indicated in the Policy for Leave of Absence (LOA) Applications by Students (**see back of form for details**), should be presented to the Head of Department (HoD) whenever prescribed course requirements have been or are going to be missed.
- If the HoD 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 HoD the form does **NOT** grant a LOA. The granting of a LOA remains the prerogative of the HoD, 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, lectures or 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 should be attached if applicable.

Student name: _____
 Leave of absence is hereby GRANTED NOT GRANTED
 Dates: From _____ to _____
 Conditions (if any) are stated on the reverse side of this advice.
 Signature of HoD: _____ Date: _____

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

SUPPORTING DOCUMENTATION

Please note that documents submitted are tested for authenticity and where fraud is suspected, they are referred to the University Prosecutor for further action

Type of LOA Requested:	Relevant Supporting Authority
Medical	- Any qualified health care practitioner, including Health Care Centre staff
Extended Medical	Medical Doctor or Specialist only. <i>Must be confirmed by the relevant academic Dean</i>
Psychological	- Qualified psychologist or psychiatrist
Extended Psychological	- Qualified psychologist or psychiatrist. <i>Must be confirmed by the Dean of Students</i>
Traditional or Religious	- Recognised religious leader (minister, priest, imam, rabbi etc.) or House Warden.
Extended Traditional or Religious	- <i>Must be confirmed by the relevant academic Dean</i>
Health or Cultural Ceremony	- Recognised religious leader (minister, priest, imam, sangoma, rabbi etc.) health care practitioner, ward or local government councillor or justice of the peace or House Warden.
Extended Health or Cultural Ceremony	- <i>Must be confirmed by the relevant academic Dean</i>
Compassionate	- Death certificate of deceased relative or letter from treating physician
Sport	- Team captain or coach AND relevant sports officer
Cultural	- Society Chairperson AND Dean of Students
Student Leadership	- Chair of relevant University Committee AND Dean of Students