**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:**

To:

**Type of LOA Requested:**

Medical

Psychological Traditional or Religious

Health or Cultural Ceremony

Extended Medical

Extended Psychological Extended Traditional or Religious

Extended Health or Cultural Ceremony

Compassionate

Sport Cultural Leadership

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

Subject:

**Details of course work missed:**

Lecture

*Other details:*

Tutorial

Practical

Field Trip

Essay/assignment

Test

Other (*give details below*)

**Address at Rhodes:**

**Signature of student:**

**To be retained by student**

**Notes**

1.

2.

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.

3.

4.

5.

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

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:

**For Head of Department**

Leave of absence is hereby **GRANTED**

Signature: Date:

**NOT GRANTED**

**Application SUPPORTED by:**

Name: Phone number: Designation:

Email: Signature:

AM

PM

AM

PM

**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. *Must be confirmed by the relevant academic Dean*

Psychological ‐ Qualified psychologist or psychiatrist

Extended Psychological ‐ Qualified psychologist or psychiatrist. *Must be confirmed by the Dean of*

*Students*

Traditional or Religious ‐ Recognised religious leader (minister, priest, imam, rabbi etc.) or House

Warden.

Extended Traditional or Religious ‐ *Must be confirmed by the relevant academic Dean*

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 ‐ *Must be confirmed by the relevant academic Dean*

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