

Student Visa: Request for Authorised Absence Form

This form is for **Undergraduate and Taught Postgraduate students who hold a Student visa** who wish to take a period of authorised absence for one week or more, or if the student leaves the UK, [during term time](#). Falmouth University is responsible for monitoring and reporting sponsored students' engagement and attendance throughout their studies. For further information please read the Attendance Monitoring Policy and the Sponsored Students Engagement Document.

If you know ahead of time you will be off-campus from University for a period during the teaching term, please get academic approval by completing this form. You can use this form to inform us about your work placement dates, a planned absence for medical reasons, or for exceptional family or personal events.

Absence will not normally be authorised for a period of more than 4 weeks. In such cases, students should consider Intermitting their studies.

Student Details

Surname:		Student Number:	
First Name(s)		Date of Birth (DD/MM/YYYY):	

Registration Details

Course you are studying:	
Department/School:	
Year of Study:	

Details of Your Planned Absence

Please complete the information in the table below if you are a student.

Start Date of Absence:		End Date of Absence:	
Your Reason for Absence: Please select the most appropriate reason		<ul style="list-style-type: none"> • Work Placement • Study Trip • Compassionate • Medical • Other (please give a brief explanation below) 	
Important: If you have selected 'Compassionate', 'Medical Absence', or 'Other' please note that you may still be required to intermit or withdraw from your studies if you have missed 30 (or in some cases 60) days because of your absence as per the Academic Engagement Policy which takes precedence.			
Please provide some additional information regarding your absence below:			
Contact Address (of student) while studying off-campus:			

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Address of the work placement (if applicable):	
Contact email address of employer/organiser of placement/trip (if applicable)	

Academic Approval by Head of Subject / Course Leader

Please complete the information in the table below if you are an academic.

I confirm that this absence has been approved for the period and reasons outlined above	Yes/No
I confirm that the student's absence is less than 60 days (30 days for students approved for distance learning)	Yes/NO
Print Name:	Email Address:
Signature:	Date:

Please note the period of absence must not exceed 4 weeks and the student must still complete the course within their existing period of leave on their visa. For UKVI purposes, the course team is required to inform Student Records of any authorised absence. The academic member of staff who authorises the absence should send the completed form to student.records@falmouth.ac.uk.

Student Records must inform the UKVI of any change to the student's circumstances within 10 days of the change taking place.

FOR OFFICE USE ONLY:	
Absence reported to UKVI via SMS:	
Date absence reported to UKVI:	
Student Records Officer Name:	