



APPLICATION FOR LEAVE OF ABSENCE AND SUMMER STATUS FORM

SECTION 1 : STUDENT AND CONTACT INFORMATION

*FIRST NAME																		
*MIDDLE NAME(S)																		
*LAST NAME																		
*I.D. #											UCC EMAIL							
CAMPUS ATTENDED																		
PHONE						(HOME)						(MOBILE)						(WORK)

SECTION 2 : PROGRAMME INFORMATION

PROGRAMME REGISTERED _____	DATE STARTED _____ mm / dd / yyyy
STATUS (MANDATORY) ☐ FULL-TIME ☐ PART-TIME	

SECTION 3 : LEAVE INFORMATION

REASON _____ _____ _____	
REQUESTED DATE OF ABSENCE _____ mm / dd / yyyy	EXPECTED RETURN DATE _____ mm / dd / yyyy

SECTION 4 : SUMMER STATUS

WILL BE PURSUING COURSES IN THE SUMMER ☐	WILL NOT BE PURSUING COURSES IN THE SUMMER ☐
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SECTION 5 : SIGNATURE

*NAME _____ *SIGN HERE ►► _____ DATE _____
mm / dd / yyyy

FOR OFFICIAL USE ONLY

APPROVED BY _____ HEAD OF DEPARTMENT	SIGNATURE _____	DATE _____ mm / dd / yyyy
PROCESSED BY THE REGISTRY AND ACTION TAKEN _____ NAME SIGNATURE		

NOTE

1. The form should be completed in duplicate and submitted to the HOD/Programme Co-ordinator for approval.
2. Students wishing to rejoin a programme subsequently must submit an Application for Resumption of Studies form at least two (2) weeks prior to commencement of the course. A processing fee is applicable. Processing fee is not applicable for full-time students returning in the Fall semester.
3. PARTICIPANTS WILL BE SUBJECT TO ANY INCREASED TUITION FEES AT THE TIME OF RE-ENTRY.
4. Leave of Absence can be for a period not exceeding one (1) year. After which students will be required to apply for an extension of the Leave of Absence or re-apply to the institution using the Application for Admission Form.