

Appendix 2 – Request to return from Leave of Absence



All students wishing to return from a Leave of Absence are required to complete this form.

Student Name:	Click or tap here to enter text.		
Student ID Number:	Click or tap here to enter text.	Personal Tutor:	Click or tap to enter a date.
Programme of Study:	Click or tap here to enter text.		

Approved Leave of Absence details (to be completed by NMITE)	
Agreed return date	Click or tap to enter a date.
Specific return conditions (if any please specify below)	<input type="checkbox"/>
Click or tap here to enter text.	
Reason for absence	<input type="checkbox"/> Medical
	<input type="checkbox"/> Personal / Family
	<input type="checkbox"/> Maternity / Paternity
	<input type="checkbox"/> Other (specify below)
Click or tap here to enter text.	

Your Leave of Absence re-engagement details (Completed by the student)	
Has the reason for your absence been resolved? Please provide details below	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Click or tap here to enter text.	
New proposed start date Please provide a reason below	Click or tap to enter a date.
Click or tap here to enter text.	
Do you request any practical re-engagement support? Please provide details below	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Click or tap here to enter text.	

Declaration: I understand the implications of returning from a leave of absence and have attached documentation where relevant to my situation.

Your Signature: Click or tap here to enter text.

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Submission Date: Click or tap to enter a date.