

National Academy of Professional Studies

NAPS SS020F3 Request of Leave & Changes Form

This form is for [employees/students] to use to apply for a leave of absence from your course

For course information about this form contact: Student Services

A copy of this form needs to be saved under Student Records

To be filled out and tick (v) the options by the Student and submitted to the Student Services Officer			
Student Name:		Student ID Number:	
Address:			
Current Course:			
Telephone/ mobile:		Email:	
<input type="checkbox"/>	Leave application From date: To date: Average attendance: Failed subjects:	<input type="checkbox"/>	Change of timetable/schedule for course Current sessions: (Mor/Eve) To sessions: (Mor/Eve)
<input type="checkbox"/>	Fast track for course Current course end date: Propose end date:	<input type="checkbox"/>	Intervention check: Subjects completed: out of Average attendance:
Details of course change/leave request:			
Evidence to support your application (medical certificate and letters or other information):			
Course Variation, Course Change Policy: Important Information <ul style="list-style-type: none"> You must submit your request in writing Requests for special leave must be 14 days before the leave start date unless compassionate circumstances. Approved leave only for 14 days or 2 weeks during the term not more than 2 weeks. Change of timetable will approve before the term starts till 2 weeks after the term starts, also if the capacity is still available You must be up to date with financial status at the time of the request. If your request is successful, you will be required to pay an administration fee and course tuition fees (if applicable). Changes that affect your student visa will require a change to the CoE. 			

