



RHODES UNIVERSITY

### 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: \_\_\_\_\_ AM PM To: \_\_\_\_\_ AM PM

#### Type of LOA Requested:

Medical <input type="checkbox"/>	Extended Medical <input type="checkbox"/>	Compassionate <input type="checkbox"/>
Psychological <input type="checkbox"/>	Extended Psychological <input type="checkbox"/>	Sport <input type="checkbox"/>
Traditional or Religious <input type="checkbox"/>	Extended Traditional or Religious <input type="checkbox"/>	Cultural <input type="checkbox"/>
Health or Cultural Ceremony <input type="checkbox"/>	Extended Health or Cultural Ceremony <input type="checkbox"/>	Leadership <input type="checkbox"/>

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

Details of course work missed: Subject: \_\_\_\_\_

Lecture  Tutorial  Practical  Field Trip  Essay/assignment  Test  Other (give details below)

Other details: \_\_\_\_\_

Address at Rhodes: \_\_\_\_\_  
\_\_\_\_\_

Signature of student: \_\_\_\_\_

#### Application SUPPORTED by:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Email: \_\_\_\_\_ Signature: \_\_\_\_\_

#### For Head of Department

Leave of absence is hereby GRANTED  NOT GRANTED

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### To be retained by student

#### Notes

1. A separate application should be submitted by the student **directly** to **each** department.
2. 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.
3. 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.
4. Work missed through absence at any time, for any reason, is the responsibility of the individual student. Formal LOA does not remove this responsibility.
5. Supporting documentation e.g. medical certificate should be attached if applicable.

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: \_\_\_\_\_

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

# 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*

<b>Type of LOA Requested:</b>	<b>Relevant Supporting Authority</b>
Medical	- Any qualified health care practitioner, including Health Care Centre staff
Extended Medical	Medical Doctor or Specialist only. <i>Must be confirmed by the relevant academic Dean</i>
Psychological	- Qualified psychologist or psychiatrist
Extended Psychological	- Qualified psychologist or psychiatrist. <i>Must be confirmed by the Dean of Students</i>
Traditional or Religious	- Recognised religious leader (minister, priest, imam, rabbi etc.) or House Warden.
Extended Traditional or Religious	- <i>Must be confirmed by the relevant academic Dean</i>
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	- <i>Must be confirmed by the relevant academic Dean</i>
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