**Registry, Academic Services**

**Application to Return from a Leave of Absence**

**For Degree Apprenticeships**

# All apprentices returning from a leave of absence are required to complete this form.

# Please return this form to your School/Department once Section A has been completed.

# If you have been on a leave of absence due to medical reasons, you will also need to submit a copy of a medical note confirming you are fit to resume study alongside this form.

# When your return from leave of absence has been agreed, your programme lead will sign this form and then forward it to Taught Student Administration ([dastudentenquiries@contacts.bham.ac.uk](mailto:dastudentenquiries@contacts.bham.ac.uk)) so that your record can be updated.

When your record has been updated Taught Student Administration will send you an email confirming that you will be eligible to register online.

**Section A – to be completed by Apprentice**

|  |  |
| --- | --- |
| **Name:** | **ID number:** |
| **Programme of Study:** | **Year returning to:** |
| **Email address:** | |

**Agreed date of return:**

....../….../………

**Reason for Absence:**

Medical / Other (delete as appropriate)

# Please tick this box if you are returning to your studies following the outcome of an Academic Appeal Committee or Senate Review Panel:

**Date:**

**Signature:**

**Declaration**: I understand the implications of returning from a leave of absence and have

attached documentation where relevant to my situation.

# Section B – To be completed by School/Department

# I can confirm that the apprentice’s employer approves of this Return from Leave of Absence

# I am satisfied with the medical evidence provided that the student is fit to resume

(If further clarification is required please refer to the University Medical Officer)

**Evidence has been received of the student’s first day of active learning upon return from LoA**

**I can confirm that the revised Learning Aim Planned End Date is ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

**Signature of Programme Lead:**