University of Pretoria Application for Period of Leave of Absence

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student number** |  | | | | | | | |
| **Study programme** |  | | | | | | | |
| **Title** |  | | | | | | | |
| **Initials** |  | | | | | | | |
| **Surname** |  | | | | | | | |
| **Postal address** |  | | | | | | | |
| **Mobile phone no.** |  | | | | | | | |
| **Email** |  | | | | | | | |
| **Period of absence** | Months |  | | | Years | | |  |
| **Date of return** |  | | | | | | | |
| **Student motivation** (Reasons for absence and intentions when studies resume) | | | | | | | | |
|  | | | | | | | | |
| **Signature** |  | | | **Date** | |  | | |
| **Supervisor** |  | | | | | | | |
| **Comments/ Recommendations:** | | | | | | | | |
|  | | | | | | | | |
| **Signature** |  | | | **Date** | |  | | |
| **Head of Department** |  | | | | | | | |
| **Comments/Recommendations:** | | | | | | | | |
|  | | | | | | | | |
| **Signature** |  | | | **Date** | |  | | |
| **Dean** |  | | | | | | | |
| **Decision** |  | | | | | | | |
| **Signature** |  | | | **Date** | |  | | |
|  | | | | | | | | |
| **In system** |  | |  | | | |  | |