



**RICHMOND**  
 THE AMERICAN INTERNATIONAL  
**UNIVERSITY**  
 IN LONDON

**Office of Academic Affairs**  
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**Leave of Absence Form**

A Leave of Absence is granted to students who are in good academic, social and financial standing and is for up to one calendar year.

Name: \_\_\_\_\_ ID. No: \_\_\_\_\_ DoB: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. \_\_\_\_\_ Email: \_\_\_\_\_

**ACADEMIC INFORMATION:**

Reason for leave of absence \_\_\_\_\_

Intended date of leave (semester starting) \_\_\_\_\_ Intended date of re-entry (semester starting) \_\_\_\_\_

If you plan to study at any other institution while on a leave of absence, you must obtain prior approval. A course approval form must be completed and course descriptions attached. Official transcripts must be sent to Richmond upon completion of the program.

Do you intend to study at another institution whilst on leave?  
 No  Yes  Please specify: \_\_\_\_\_

**PLEASE NOTE:**

- Registration will be denied if financial obligations to the University have not been cleared. This applies both to past obligations and any fees owing for the semester you wish to return.
- While you are on leave of absence and therefore not registered for classes, the university will not be able to supply a visa support letter, in the event of your visa expiring during this period.
- If you hold a student employment contract issued by the University, your employment will terminate under that contract upon your ceasing to be a registered undergraduate student at the University, and you will be invited to a meeting with the Director of Human Resources to discuss the matter upon receipt by the Registrar's Office of this application.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Registrar:	Comments:
Student Aff:	Comments:
Finance:	Comments:
Leave begins:	Leave ends: _____ Letter sent: _____