



UNIVERSITY COLLEGE OF THE CARIBBEAN
**INSTITUTE OF MANAGEMENT SCIENCES/
 INSTITUTE OF MANAGEMENT & PRODUCTION**



APPLICATION FOR LEAVE OF ABSENCE

(this form to be submitted when applying for leave of absence from a programme or a course)

NAME:		CONTACT INFORMATION	
		(W)	
		(H)	(C)
ID #		EMAIL ADDRESS:	
PROGRAMME REGISTERED FOR:		DATE STARTED PROGRAMME	
CENTRE			
<input type="checkbox"/> KINGSTON <input type="checkbox"/> MONTEGO BAY <input type="checkbox"/> OCHO RIOS <input type="checkbox"/> SAVANNA LA MAR <input type="checkbox"/> MANDEVILLE			
LAST COURSE(S) TAKEN			

REQUESTED DATE OF WITHDRAWAL			

IF REQUEST FOR LEAVE ABSENCE IS FOR A SINGLE COURSE, PLEASE SPECIFY THE COURSE:			

PLEASE SPECIFY REASONS FOR LEAVE OF ABSENCE (PLEASE USE ADDITIONAL PAPER IF NECESSARY)			

EXPECTED DATE OF RESUMPTION			

APPLICANT'S SIGNATURE		DATE	
_____		_____	
FOR OFFICIAL USE ONLY:			
APPROVED BY:		DATE:	
_____		_____	
HOD/PROGRAMME COORDINATOR			
PROCESSED BY THE REGISTRY & ACTION TAKEN:			

NOTE			
<ol style="list-style-type: none"> 1. The form should be completed in duplicate and submitted to your HOD/Programme Coordinator for approval 2. Students requesting Leave of absence from a programme or course may be required to pay the full cost of the course if applying for withdrawal after the date to drop a course has passed. 3. Students wishing to rejoin a programme subsequently must submit an Application for Re-admission Form at least two (2) weeks prior to commencement of the course. A processing fee is applicable. 4. PARTICIPANTS WILL BE SUBJECT TO ANY INCREASED TUITION FEES AT THE TIME OF RE-ENTRY. 5. Leave of Absence can be for a period not exceeding one (1) year. After which students will be required to apply for re-admission or an extension of the Leave of Absence. 			