**Fitness to Study - Leave of Absence**

**Staff Guide**

**Background**

The Fitness to Study Procedure is governed by Resolution No. 673 of the University Court.

Staff should refer to the [University Regulations](https://www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/regulations2020-21/feesandgeneral/studentsupportandconductmatters/reg34/) (see §34.3.4 – §34.3.6) for full details of how a Leave of Absence should be applied.

**Tuition fee and living cost implications for students**

Staff should be aware that there may be financial and welfare implications to taking a Leave of Absence, and should direct the student to appropriate sources of advice in order that the student may make an informed decision (e.g. SRC Advice Centre, Student Services Enquiry Team, Registry and other services listed in [Appendix 2](https://www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/regulations2019-20/feesandgeneral/studentsupportandconductmatters/reg34/#34.3stage1-emergingconcerns,34.9appendix2)). These implications are highlighted in Table 1.

Table 1:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | SAAS  | RUK | Self-funded/sponsored | Split-funding |
| Tuition fee liability (UG and PGT) | Tuition charged is based on the date that LoA applied:LoA < 1st Dec, no fee chargedLoA > 1st Dec, full fee charged and paid by SAAS. Student to use +1 funding in the following year | Tuition charged is based on the date that LoA applied, and the SLC liability period:LoA < Christmas, 25% chargedLoA between January and Easter, 50% chargedLoA > Easter, 100% charged  | Full refund given for the term (academic year) in which LoA is applied | A fee waiver will be applied to the self-funding portion for SAAS/Student Finance-funded students |
| Maintenance loan eligibility from SLC (Scottish/RUK students) | ✓ | Maintenance loan will be paid in line with the date of LoA. SLC will grant an additional 60 days funding for LoA’s which are granted on medical/health grounds. RUK students may therefore be required to return overpayments to SLC |  |  |
| Council tax exemption (if enrolled for 63 or more credits) | ✓ | ✓ | ✓ | ✓ |
| Eligible for University discretionary funds | X | X | X | X |
| Eligible for University Hardship fund | X | X | X | X |

**Process for approval and updating MyCampus**

Once the School/RI agrees to recommend the Leave of Absence and the student has been advised about the tuition fee and living cost implications, the following steps are carried out in MyCampus.

1. Once the School/RI have agreed the student should go on FTSL, they will need to complete the MyCampus Fitness to Study Leave Service Indicator request form in Ivanti. Registry will then add the Service Indicator (E07) to MyCampus. The student needs to be Active in the term for which the Leave of Absence is granted, and before the Service Indicator is added. If the record is not Active, the relevant School/RI need to progress it.
2. The student needs to fully register and enrol on relevant courses (or Schools/RI can auto enrol them).
3. If Leave of Absence spans more than 1 academic session, the School/RI need to manually progress the record, and the student needs to re-register and enrol.
4. If appropriate, Registry add the override code (XFITNESS) and recalculate tuition fees to zero in the term the FTSL starts (please refer to Table 1 for details).
5. The School/RI should return result of MV for all enrolments if any tuition fees remain on the record.
6. If the Leave of Absence lasts more than 60 days, any Tier 4 students would normally be required to leave the UK and apply for a new visa to return to their studies.
7. If a student decides to withdraw while on the Leave of Absence, Registry will remove the service indicator and override XFITNESS code (if applicable) and process the withdrawal in the normal way. If this then results in fees being charged on the system, Registry can apply other override codes to cancel fees – if agreed.
8. Where a Leave of Absence spans two terms, e.g. student goes on leave at end of semester 1, and returns in semester 2 in the following term, the full fee would be due at the beginning of term. Finance office (Collections) have the facility to override the due date on the tuition fees. This would need to be handled manually on an individual basis to prevent the student’s fees from being overdue before their return.
9. Each LoA request will include a proposed end date for the LoA. In advance of this date the School should review the case to determine whether the LoA should be concluded at the originally proposed date or extended. The School should contact Registry to request an extension if required, otherwise the indicator will be automatically removed once the end date has passed.