

**Student Record: Notification of Leave of Absence/Termination**

## For internal transfers please use P62

**STUDENT P Number:**

Student’s Surname *(in full)* Programme Code Programme Title

Faculty

First Name

Year

Location

**NOTIFICATION OF** *Tick appropriate box (one only)*

1. Termination
2. Leave of Absence
3. Change of study location (e.g. movements between DMU Campuses) from to

Please state reason for change *(tick boxes)*

academic failure personal career change medical financial course not suitable employment

**EFFECTIVE DATE** i.e. the last date of attendance on current programme / /

**Exit interview undertaken**

**Authorised by**

Head of Student Director of Operations President Services Dept.

Date / /

**Student Signature** I confirm that the effective date is correct

##  P63 (Rev 04/22)