

LEAVE OF ABSENCE GUIDELINES – PLEASE READ CAREFULLY

WHERE TO SUBMIT THIS FORM

This form should be submitted for approval to the Office of the Registrar-Admissions and Registration Section. It is your responsibility to make sure this form is received by the Office of the Registrar. The deadline to submit this form are:

1. For Semester One (1) before September 30
2. For Semester Two (2) before January 31

DATE OF EFFECT

Changes will be effected from the date your form is signed by the Registrar (or delegate). You should ensure that the form is received before any relevant deadlines

PROOF OF SUBMISSION

If you mail the form and require proof of submission, you should send it by registered mail. It is your responsibility to ensure you keep a copy as proof of submission if required

APPROVAL

All applications for leave of absence require approval by the Dean of the relevant Division and Registrar. The College will notify you of any amendments to your enrollment or change which have not been approved. Submitting a form does not guarantee approval.

WITHDRAWAL FROM COURSES

If you withdraw from a course(s) after the deadline to withdraw has passed, you will still be responsible for payment of the fees applicable and may receive a Withdrawal with Fail (WF) grade. It is your responsibility to ensure you have withdrawn correctly by the published ADD/DROP/WITHDRAW dates deadline without penalty.

INCOMPLETE APPLICATION AND PROVIDING FALSE/MISLEADING INFORMATION

It is your responsibility to ensure you have provided all information required as part of an application for leave. Applications may be refused or delayed where insufficient information is provided, or information is not received. The College may revoke an approved Leave of Absence should you provide any information that is false and misleading.

COLLEGE REGULATIONS, POLICIES AND GUIDELINES

Your rights and responsibilities as a student of the Clarence Fitzroy Bryant College are outlined in the Student Catalogue, Divisional Handbook and College Policies and Regulations. It is your responsibility to ensure you have read and understood what is required of you as a student of the College.

Confidentiality Statement: The information provided in this form will only be used for the administrative and educational purposes of the College or in accordance with your specific consent. The College will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. You have the right to access your personal information that the College holds about you and to seek its correction. If you wish to access your personal information to inquire about the handling of your personal information, please contact the Registrar via email registrar@cfbc.edu.kn