

**ANNEXURE A-6: LEAVE OF ABSENCE FROM STUDIES FORM  
(Form ID: LOASTD001)**



Students who wish to apply for leave of absence from studies are required to complete and submit this form within 21 days from the start of the semester.

Leave of absence from studies may only be granted once in a student's study period and for the following:

- A module
- 6 months (1 semester of studies)

<b>Student First Name and Surname:</b>	
<b>ID/Passport Number</b>	
<b>Student Number:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Your Semester: e.g. Feb'19 or Jul'19, etc.</b>	
<b>Are you applying for a module or 6 months leave of absence?</b>	
<b>List module/s to be postponed</b>	
<b>Reason for leave of absence</b>	

**Declaration and undertaking:**

**I have fully completed this form and confirm that I have read, understood and agree to the institution's assessment policy and regulations.**

Date:

Signature: (Applicant)

FAX OR EMAIL THIS APPLICATION FORM TO:

Fax: 086 622 7722 | Email: [studentadmin@iqacademy.ac.za](mailto:studentadmin@iqacademy.ac.za)

<i>TO BE COMPLETED BY IQ ACADEMY</i>	
<b>Has the leave of absence request been granted?</b>	
<b>If No, provide reason</b>	
<b>Approved By:</b>	
<b>Signature &amp; Date:</b>	