It can be difficult to make big decisions. Discussing your concerns and establishing all of your options can help you with this process. Consulting your department can help you make your decision. Contact your personal tutor or departmental office to discuss your concerns.

Student Support and Guidance have a leave of absence contact, you can contact them to discuss any concerns or queries you have about returning to study or for advice about withdrawing from the university. Remember, if you would like us to discuss something with a parent or carer then we must have express permission from you before we do.

Leaves of Absence Contact
0114 222 1378 / loa@sheffield.ac.uk

Design | Print | www.sheffield.ac.uk/printanddesign
This information is also available in other formats.
To request, contact loa@sheffield.ac.uk or call 0114 222 1378.

Enjoying University Life Returning to life at university following a leave of absence can be challenging. You may have friends and peers who have graduated and moved on from the University and city or perhaps you are starting in a new year or course. Orientating yourself back to the University can help with your transition back to study and introduce you to new activities and friends.

Students’ Union The Students’ Union has hundreds of opportunities to enhance your free time and help you to immerse yourself back into student life www.shef.ac.uk/union

Change in your contact details? It is important to inform us of any changes to your contact details and/or circumstances. Please let us know if you need to make any changes to the information we hold about you.

Useful Contacts

Academic and Commercial Services www.sheffield.ac.uk/accommodation
T: 0114 222 8809

Careers Service www.sheffield.ac.uk/careers
T: 0114 222 0910

Counselling Service www.sheffield.ac.uk/counselling
T: 0114 222 4134
E: ucs@sheffield.ac.uk

Disability and Dyslexia Support Service www.sheffield.ac.uk/disability
T: 0114 222 1803

Dedicated Text Lines: T: 0114 222 1320/1321
E: Disability.Info@sheffield.ac.uk

Financial Support Team www.sheffield.ac.uk/ssid/contacts/fast
T: 0114 222 1319
E: financialhelp@sheffield.ac.uk

Multi-Faith Chaplaincy Service www.sheffield.ac.uk/ssd/chaplains
T: 0114 222 8923
E: chaplaincy@shef.ac.uk

International Student Services www.sheffield.ac.uk/ssid/international
T: 0114 222 1329
E: international.students@sheffield.ac.uk

Student Administration Service T: 0114 222 1329
E: studentadmin@sheffield.ac.uk

Student Advice Centre www.sheffield.ac.uk/union/advice
T: 0114 222 8660
E: advice@sheffield.ac.uk

Student Services www.sheffield.ac.uk/ssid
T: 0114 222 1299
E: ssid@sheffield.ac.uk

University Health Service www.sheffield.ac.uk/health
T: 0114 222 2300 (24hrs)
E: health.service@sheffield.ac.uk

Still unsure what to do? Email Student Support and Guidance for advice
E: loa@sheffield.ac.uk

This information is also available in other formats.
To request, contact loa@sheffield.ac.uk or call 0114 222 1378.
“I’m returning from a Leave of Absence taken for medical reasons. What do I need to do?”

Before you can register, you must obtain a certificate from the University Health Service to confirm that you are well enough to resume your studies. Call to make an appointment with Dr Michael Jakubovic. You must take with you any relevant medical reports from other doctors or specialists who have looked after you during your leave of absence. If you are unsure what to bring, check with the University Health Service in advance. You can make an appointment by calling 0141 222 2100.

If you are returning to the University having taken time out for maternity leave, you do not need to obtain a certificate from the University Health Service in order to register. You are advised to contact both your academic department and Student Support and Guidance (studentsupportcentre@sheffield.ac.uk) ahead of your return to ensure your needs as a parent are considered by the University.

If you took time out following a difficult life event such as a bereavement or personal tragedy, you do not need to make an appointment with the University Health Service. Overleaf are details of support services which you may find useful both during your leave of absence and on your return.

If you took a leave of absence due to mental health difficulties and are returning to University, you may wish to discuss your return with a University Mental Health Adviser. This will give you an opportunity to consider any support and resources that may be available to you.

If you are returning to the University having taken time out for voluntary work abroad, you do not need to obtain a certificate from the University Health Service in order to register. However, you must discuss and agree your module choices with your department before registering. If you have any queries about registration, please contact the Student Administration Service Helpdesk at studentadmin@sheffield.ac.uk. A Money Adviser in the Student Advice Centre will be able to help you work out your financial situation.

I’m ready to return, what are the first steps I need to take?

The first step is to talk to your personal tutor or member of support staff in your department. They will be able to provide you with useful department specific information, talk to you about module choices and your reintroduction to the department.

Speak to your department

You will hear from the Student Administration Service by email approximately one month prior to your expected return date. This communication will explain how you re-register with the University and it is important you follow the instructions carefully, and complete any actions within the deadlines provided. If you have optional modules, you must discuss and agree your module choices with your department before registering. If you have any queries about registration, please contact the Student Administration Service Helpdesk at studentadmin@sheffield.ac.uk.

Information regarding the registration process can be found on their web pages at https://www.sheffield.ac.uk/registration/continuing/loa.

I still have some questions

You may find it useful to speak to the Student Services Information Desk (SSID) - they will be able to give you advice and information if you are unsure about the next steps you need to take. You can visit SSID in person (including in vacation time) or browse the comprehensive SSID information pages.

How do I organise accommodation?

ACS can help you find somewhere to live. If you are worried about what your options are once you return, visit PropertywithUS in the Students’ Union for advice on University owned accommodation and rented accommodation in the private sector.

As an international student your university status can be affected by and change in your circumstances. You are advised to contact International Student Services to speak with an Immigration Adviser.

Student Advice Centre

For confidential advice or to talk through your options, you can visit or call the Student Advice Centre in the Students’ Union. Their web pages also contain useful information, including a guide for students on leaving a leave of absence.

Funding your study

Visit the Student Services webpages for information on how to finance your studies. The pages also include a link to the Money Planner, an excellent tool that helps you create a budget to manage your finances.

Student Finance England/Sponsors

It is important to keep Student Finance England / other funding agency up to date about your situation. They will be able to let you know what will happen with your funding.

Bursaries

If you are eligible for a University bursary and did not receive your full year bursary entitlement prior to taking a Leave of Absence, you will be assessed for a bursary when you recommence your studies. It is recommended that you contact financialhelp@shef.ac.uk to ensure that the financial support team are notified of your anticipated return to study.

As soon as you are fully registered on your course you will receive email notification of your University Bursary entitlement.

Student Jobshop

Why not visit the University Jobshop in the Students’ Union or browse their web pages to see what jobs are available to help meet your costs www.shef.ac.uk/careers/students/jobs/jobshop

If you took a leave of absence because you were experiencing financial difficulties, you need to ensure that you are in a position to support yourself when you return. If you are still experiencing financial problems, you might wish to consider extending your leave of absence. However, it is important to explore all of your options before you make this decision. A Money Adviser in the Student Advice Centre will be able to help you work out your financial situation.