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|  **University of Galway****Leave of Absence Credit Note (GS 081)** |
| **Student Fee Account(s) - authorised CREDIT NOTE –This form should be completed by the College following approval of the Leave of Absence form (Research Graduate Students) GS 080** <https://www.universityofgalway.ie/graduate-studies/currentstudents/guidelines-regulations-forms/relevantofficialformsforstudents/> **.This form (GS 081) should be submitted to the Fees Office.**  |
| **Fees Office: NB this form should NOT be used if Student Fee Category (SFC) is being changed because changing SFC automatically generates fee transactions on the student's fee A/C to give effect to the NEW SFC** | **Financial Transaction****Type applied by Fees Office** |
| **Academic Year** | **Student ID number** | **Surname** | **First Name** | **Course** | **Semester** | **Gross Fee (€)** | **Dates for LOA (from/to)** | **Number of Months** |
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|  **College Approval** :Yes / No |   |   |   |   |   |   |   |   |
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| **Authorised by**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  **College**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date** \_\_\_\_/\_\_/\_\_\_\_\_\_ |   |   |   |   |
|  Fees Office |   |   |   |   |   |   |   |   |
| Agresso GL codes to be set up with links to relevant Financial Transaction  |   |   |   |   |   |   |   |   |
| Types in Quercus +. |   |   |   |   |   |   |   |   |
| 1471 | Reciprocal arrangement US Universities |   |   |   |   |   |   |   |
| 1472 | Reciprocal arrangement Other Universities |   |   |   |   |   |   |   |
| 1473 | Write down/off - S.L.F. |   |   |   |   |   |   |   |
| 1474 | Write down/off - Other |   |   |   |   |   |   |   |