APPLICATION FOR LEAVE OF ABSENCE

N.B.: The application must be submitted before the census date of semester.

STUDENT ADMINISTRATION

STUDENT DETAILS

Student Identification Number: __________________________

TITLE  e.g. Mr/Ms/Mrs  SURNAME/FAMILY NAME  GIVEN NAMES

Contact Phone Numbers:  Home: __________________________  Work: __________________________

Mobile: __________________________  Email: __________________________

Course Name: __________________________

School: __________________________  (Home) Campus: __________________________

Are you an Overseas Student?  YES (please circle one)  Student Visa / Other Visa (please specify): __________________________

NO

Overseas students are not permitted to take leave from their studies unless there are exceptional circumstances and must have both the approval of the Registrar (or delegate) and the Dean (or delegate) of their School. It is the student’s responsibility to ensure they have received advice from DIAC regarding their visa and ensure they meet all visa conditions.

Do you hold a Scholarship?  YES (please specify all) __________________________

NO

A student who holds a Scholarship (of any type) is responsible for ensuring they have approval to defer/have leave from the scholarship and have met the terms and conditions of the scholarship(s) before applying for leave. Failure to meet scholarship terms and conditions may result in the scholarship being revoked.

How many semesters of Leave of Absence have you taken so far? ______________Semester(s)

Please note that a domestic student cannot take leave of absence for more than four semesters and student visa holders cannot take leave of absence for more than one semester.

REQUEST FOR LEAVE

Period of Leave requested:

FROM: Semester _____ Year 20___  TO: Semester _____ Year 20___

You will be automatically withdrawn from all units for this leave of absence period.

Return to Studies:  I intend to return to study in: Semester _____ Year 20___

Note: You will be required to re-enrol in units when you return after leave and may require an appointment with your Course Coordinator to discuss your study plans. Overseas students will require an Intervention Strategy when they return from leave.

Reasons for Leave -- Attach separate pages if required

________________________________________________________________________

I declare the information provided on this application and in supporting documentation is true and complete and I have attached supporting documentation where required.

Student Signature: __________________________  Date: __________________________

RECOMMENDED BY DEAN:  ☐  NOT RECOMMENDED BY DEAN:  ☐

Dean (or delegate) Signature: __________________________  Dean (or delegate) Name: __________________________  Date: __________________________

APPROVED BY REGISTRAR:  ☐  NOT APPROVED BY REGISTRAR:  ☐

Registrar (or delegate) Signature: __________________________  Registrar (or delegate) Name: __________________________  Date: __________________________