

STUDENT LEAVE OF ABSENCE FORM

This form deals with the applications for:

- Student Leave of Absence
- Extension of Student Leave of Absence

Please fill in your contact and program details below, and then complete the section of the form relating to your specific leave requirements.

Notes

- 1. Leave Approval:** You are not entitled to take Student Leave of Absence or an Extension of Student Leave of Absence from your program(s) unless you have received notification *in writing* from your School or Faculty that your application for leave has been approved.
- 2. Dropping Classes:** Once you have received notification from your School or Faculty that your application for leave has been approved, you are responsible for dropping your classes for the time you will be absent from the University. This must be done before the relevant Census date. *Failure to do so means you will incur the cost of the tuition fees or HECS-HELP fees normally charged for your courses.*
- 3. Enrolled in more than one program?** If you are enrolled in more than one program, you need to indicate this next to the heading "Additional program/s" in "Contact and Program Details" below. If you are studying an additional program in a different school or faculty, you need to complete a separate Student Leave of Absence Form and lodge it with the relevant school or faculty.
- 4. Length of leave of absence:** Leave of absence is usually approved for periods from one term up to *a maximum of one academic year* at any one time. International students are advised to check their visa conditions before applying for leave of absence.
- 5. Scholarship recipients and sponsored students:** Scholarship recipients need to seek approval to defer their scholarship. Failure to do so could result in the loss of their entitlement. Sponsored students need to seek approval from their sponsor to defer their scholarship before taking leave of absence.
- 6. Fee implications:** Taking leave of absence may have fee implications for the following students:
 - ♦ Pre 2005 HECS students (see *Pre-2005 students - repayment arrangements* at www.goingtouni.gov.au).
 - ♦ Domestic and international full-fee paying students (see *Tuition Fees Increase Policy* at www.adelaide.edu.au/policies/1343).

CONTACT AND PROGRAM DETAILS

Name: _____ Student ID: _____

Faculty: _____ School: _____ Program: _____

Type of student (please tick applicable box) Domestic student International student

Additional program/s: (refer to Note 3 above) _____

Term Address: _____

Home Address: (if applicable) _____

Phone: _____ Mobile: _____

APPLICATION FOR LEAVE OF ABSENCE

Period of Leave of Absence from Program (in months): _____

Please check Academic Year Dates at <http://www.adelaide.edu.au/student/dates/>

Start date: _____ End Date: _____

Student signature: _____ Date: _____

APPLICATION FOR EXTENSION OF LEAVE OF ABSENCE

Original period of Leave of Absence from Program (in months): _____

Original start date: _____ Original end date: _____

Proposed new end date: _____ Total amount of Leave of Absence (in months): _____

Reason for requested extension: _____

(Please attach relevant documentation.)

Student signature: _____ Date: _____

SCHOOL/FACULTY APPROVAL

Approved: Not approved: Comments: _____

Name of actioning officer (in print): _____ Position title: _____

Signed: _____ Date: _____

Office Use Only

Check list

- | | | | |
|--------------------------|---|-------------|--------------------------------------|
| <input type="checkbox"/> | Student advised of decision | Date: _____ | Initials of actioning officer: _____ |
| <input type="checkbox"/> | Student's attendance status entered on PeopleSoft | Date: _____ | Initials of actioning officer: _____ |
| <input type="checkbox"/> | Completed forms for international students sent to the International Student Centre | Date: _____ | Initials of actioning officer: _____ |
| <input type="checkbox"/> | Completed forms for all students sent to the Enrolments Office | Date: _____ | Initials of actioning officer: _____ |