



# APPLICATION FOR LEAVE OF ABSENCE FOR INTERNATIONAL STUDENTS

Students who have been admitted to a course of the University may apply in writing, to the Dean or Faculty Officer for the responsible Faculty for a leave of absence. A leave of absence may be granted for a period of up to but not exceeding one year.

Students who have been granted a leave of absence must submit an Application for Enrolment to Student Administration prior to the commencement for the semester that they are due to return to study otherwise they will forfeit their place in that course.

<b>STUDENT NUMBER</b>	<b>GIVEN NAMES</b>	<b>FAMILY NAME</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**POSTAL ADDRESS**

<input type="text"/>
<input type="text"/>

<b>COUNTRY</b>	<input type="text"/>	<b>POSTCODE</b>	<input type="text"/>
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In which semester and year do you intend to commence leave of absence? →

<b>SEMESTER</b>	<b>YEAR</b>
<input type="text"/>	<input type="text"/>

In which semester and year do you intend to recommence your studies? →

<b>SEMESTER</b>	<b>YEAR</b>
<input type="text"/>	<input type="text"/>

### Reason for Leave

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

<b>SIGNATURE</b>	<input type="text"/>	<b>DATE</b>	<input type="text"/>
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**PLEASE BE AWARE OF WHAT A LEAVE OF ABSENCE MEANS TO YOUR VISA CONDITIONS– SEE THE BACK OF THIS FORM FOR DETAILS**

### OFFICE USE ONLY (Please use appropriate box)

#### DEAN/FACULTY OFFICER

- 1a) Request Approved YES  NO
- 1b) Withdrawal without Academic Penalty YES  NO
- 1c) SIGNATURE OF APPROVING OFFICER..... DATE / /

#### STUDENT ADMINISTRATION

- 2a) Withdrawal from Units YES  NO
- 2b) Student Advised YES  NO
- 2c) PROCESSED BY: ..... (Initials) DATE / /

INTERNATIONAL SERVICES – TICK BOX IF YOU HAVE SIGHTED THIS FORM

**(Student Admin staff please note: If the International Services box isn't ticked, forward a copy of this form to the International Services Office)**

**PLEASE NOTE THE FOLLOWING STUDENT VISA CONDITIONS**

**DIMIA Procedures Advice Manual 3, 12/04/02**

**41.5 If the student is ill or needs to leave Australia for compassionate reasons**

Students who fall ill or need to leave Australia for compassionate reasons during semesters should notify DIMIA and submit evidence of a genuine reason for their inability to study. Extended leave of absence or deferment beyond one semester ( maximum six months), for any reason, would usually result in cancellation of the visa.

**National Code of Practice (DETYA)**

- 38** Once an overseas student has enrolled in a course, the registered provider must not allow them to defer commencement of their studies, or suspend their studies, except on the grounds of illness, evidenced by a doctor's certificate, or other exceptional circumstances beyond the control of the student, for example, bereavement. If a student defers or suspends their studies on any other grounds, the registered provider must report the student as not complying with visa conditions to DIMIA via PRISMS

DIMIA hotline number 131881  
Or HOBART Office 03 62204674