

# APPLICATION FOR LEAVE OF ABSENCE

## IMPORTANT NOTICE TO STUDENTS:

- **If you are an International Student on a student visa** you are not permitted to suspend your studies and therefore you cannot use this form.
- **If you are a Higher Degree by Research Student** you must apply for leave through your Divisional Graduate Studies Officer and therefore you cannot use this form.

Please read the guidelines on the reverse of this form before signing and submitting this application.

<b>PART A - APPLICATION FOR LEAVE OF ABSENCE</b>			
Title	<input type="text"/>	Curtin Student ID Number	<input type="text"/>
Family Name	<input type="text"/>		
Given Names	<input type="text"/>		
Phone	<input type="text"/>		
Course Study Package Number	<input type="text"/>		
Course Study Package Title	<input type="text"/>		

Is this a new application for leave? Y/N \_\_\_\_\_

Is this an extension to an existing period of leave? Y/N \_\_\_\_\_

Please indicate the period of existing period of leave from \_\_\_\_\_ to \_\_\_\_\_

Leave of Absence requested from Year  Study Period \_\_\_\_\_

I intend to recommence studies in Year  Study Period \_\_\_\_\_  
eg Sem 1, Tri 2

**Reason for request** (Please tick **ONE** box)

<input type="checkbox"/> Family Commitments	<input type="checkbox"/> Financial	<input type="checkbox"/> Serious Illness	<input type="checkbox"/> Overseas Study	<input type="checkbox"/> Bereavement
<input type="checkbox"/> Parental Leave	<input type="checkbox"/> Personal	<input type="checkbox"/> Travel	<input type="checkbox"/> Work Commitments	

Please specify reasons for leave request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the Applying for Leave of Absence guidelines on the reverse of this form. I understand the consequences of the above request and accept responsibility to ensure that my enrolment is correct. I have sought appropriate academic counselling. I understand that I will be withdrawn from all units for the period of leave granted.

Signature of Student \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**STUDENTS GRANTED LEAVE OF ABSENCE MUST RE-ENROL BY THE STIPULATED RE-ENROLMENT DEADLINE. STUDENTS ARE RESPONSIBLE FOR CONTACTING THEIR SCHOOL TO CONFIRM RE-ENROLMENT DEADLINES.**

<b>PRIVACY STATEMENT</b>
The University will only use personal information collected from you, or about you, for internal administrative purposes. It will not be provided to other parties other than in accordance with legislative requirements, or in circumstances where you have given explicit permission for the information to be transmitted.



### OASIS – Online Access to Student Information Services

OASIS is Curtin's student portal. Through OASIS, students are provided with access to their student record (eStudent), the Official Communications Channel (OCC), and a range of other online services including a student email account and learning support systems. **It is a condition of enrolment at Curtin that students activate their OASIS account and access OASIS at least once a week to receive official communications from the University via the OCC.** Students may be granted exemption from the requirement to access OASIS in exceptional circumstances only. Please check <https://portal.curtin.edu.au> for more information.

### Applying for Leave of Absence

A student may apply for Leave of Absence at any time after enrolment up until the teaching period census date. Once Leave of Absence has been approved, the student will be withdrawn from any enrolment period affected by the leave. The normal rules for withdrawal then apply, i.e. where the application has been submitted prior to the census date no fee liability will be incurred.

Where an application has been submitted after the census date Leave of Absence may be granted based on extenuating circumstances.

1. In order to be eligible to apply for a Leave of Absence, you must be currently enrolled in a course of study at the University.
2. It is your responsibility to investigate the consequences that taking a Leave of Absence might have with any external bodies (for example impact on Centrelink benefits).
3. You must obtain appropriate academic counselling before taking Leave of Absence.
4. Your Head of School may authorise a Leave of Absence for a maximum period of twelve (12) months. Applications for a Leave of Absence longer than 12 months; or more than one application for a Leave of Absence where you will be absent from studies for a total continuous period of more than 12 months, will be assessed by the Director Student Services. They will only be considered in exceptional circumstances (evidence supporting your claim must be attached).
5. Leave of Absences cannot be approved if you have any work outstanding in the course you are seeking leave from (e.g. unfinished/unmarked assessments or deferred grades) or have sanctions against your enrolment record. Exceptional circumstances will be considered on an individual basis.
6. The head of the relevant teaching area is entitled to specify appropriate conditions for subsequent re-enrolment. Such conditions may include the need to undertake a unit already studied.
7. If you do not abide by the conditions of your Leave of Absence, you may be withdrawn from your course. If this is the case then you shall lose all rights and privileges of a continuing student and may be required to re-apply for admission into the course.
8. If you are denied Leave of Absence, or the period of leave requested, you have a right to appeal.
9. The University may refuse or revoke an approved Leave of Absence, should you provide any information that is false or misleading.

### Significant Dates and other Study Periods

Please refer to websites: [www.coursesmgmt.curtin.edu.au/studydates](http://www.coursesmgmt.curtin.edu.au/studydates)  
[www.students.curtin.edu.au/study/important\\_dates.html](http://www.students.curtin.edu.au/study/important_dates.html)

### Information for Head of School

Applications for leave of absence can be accepted up to the census date of the relevant study period in which leave is being requested. Applications submitted after census date should not be considered for leave of absence, but considered for withdrawal only.

In determining whether the request for leave should be supported/approved, the following issues need to be considered:

- The reason for the application.
- The student's assessed capacity to successfully resume studies and complete the course after the period of leave.
- Any past applications for leave and the potential duration that the student will have taken to complete the course (relevance of study for the granting of the award).
- The impact of the absence on the student's capacity to complete the course within ten (10) years.
- That appropriate academic counselling has occurred.

### PART B

Application is for: 12 months or less Y/N      More than 12 months continuous Y/N

### PART C - APPROVAL/SUPPORT

Head of School Approval/Support is required.

Application is:  Approved/Supported     Not Approved/Supported    Leave period from \_\_\_\_\_ to \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Head of School (or nominee) \_\_\_\_\_

Name (Please print) \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_