

**APPLICATION FOR LEAVE OF ABSENCE**  
**Curtin College Singapore**



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

**PART A – APPLICATION FOR LEAVE OF ABSENCE**

Student ID Number           Age: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Family Name  Title (Mr/Mrs/Miss)

Given Name

Phone Number

Email

**Course information** (please tick **ONE** box)

- Diploma of Commerce       Diploma of Arts and Creative Industries       Diploma of Information Technology

**Please complete the following questions**

- A. Is this a new application for leave?     if Yes, please go to (C)     if No, Please go to (B)
- B. Please indicate the period of existing period of leave from \_\_\_\_\_ to \_\_\_\_\_
- C. Leave of Absence requested from :    Year \_\_\_\_\_    Study Period \_\_\_\_\_
- D. I intend to recommence studies in :    Year \_\_\_\_\_    Study Period \_\_\_\_\_

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

- Family Commitment     Financial     Serious Illness     Bereavement     Others

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 also understand the consequences of taking leave may have with Immigration and Checkpoints Authority (ICA). 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 I understand that I will be withdrawn from all units for the period of leave granted.**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 \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Parent/Guardian of student below 18 years old**

I, \_\_\_\_\_ NRIC/Passport No. \_\_\_\_\_ \*father/mother/guardian  
of \_\_\_\_\_ hereby consent to the above Leave of Absence application.

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

**PRIVACY STATEMENT**

At Curtin Singapore the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the school collects in order to provide the services that it does, is personal information. For details of how the school will use, disclose and protect your personal information, please contact Curtin Singapore.

## CURTIN SINGAPORE STUDENT PORTAL

Through the Curtin Singapore Student Portal, students are provided with access to their student record, and a range of other online services including a student email account and learning support systems.

**It is a condition of enrolment at Curtin Singapore that students activate their Portal account and access it at least once a week to check and receive any official communications from Curtin Singapore.**

### Applying for Leave of Absence Guidelines

A student may apply for Leave of Absence at any time after enrolment up until the census date. Once Leave of Absence has been approved, the student will be withdrawn from any enrolment in the study period affected by the leave. The normal rules for withdrawal then apply, i.e. applications submitted prior to census date will not incur a fee liability. Where an application has been submitted after census date but before week 9, 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 Curtin Singapore.
2. It is your responsibility to investigate the consequences that taking a Leave of Absence might have with any external bodies.
3. You must obtain appropriate academic counselling before taking Leave of Absence.
4. Curtin Singapore may authorise a Leave of Absence for a maximum period of **three (3) months**. Applications for a Leave of Absence longer than 3 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 3 months, will be assessed by the Director of Academic Services. Application will only be considered for exceptional circumstances and evidence supporting your application must be attached.
5. Leave of Absences cannot be approved if you have any assessment 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. Curtin Singapore 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. Curtin Singapore may refuse or revoke an approved Leave of Absence, should you provide any information that is false or misleading.

### Information

Applications for leave of absence can be accepted up to census date of the relevant study period in which leave is being requested. Application 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 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).
- That appropriate academic counselling has occurred.

## PART B – APPROVAL

Director of Academic Services or nominee approval is required.

**Application is:**     Approved         Not Approved        Leave period from \_\_\_\_\_ to \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature of Director of Academic Services (or nominee) \_\_\_\_\_

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