

# Application for Leave of Absence

## Important notice to students

- **If you are an International Student on a student visa** you can apply for leave under exceptional circumstances through your Faculty Student Services Office. Please refer to the **Application for Leave of Absence for International Onshore Students** form.
- **If you are a Higher Degree by Research Student** you must apply for leave through your Faculty Graduate Studies Officer. Please refer to the **Application for Leave of Absence Higher Degree by Research Students** form.

Please read the **Applying for Leave of Absence** guidelines before signing and submitting this application.

## LEAVE OF ABSENCE

Curtin ID

Family name  Title (Mr/Mrs/Ms/Miss)

Given name/s

Phone Number

Course Study Package Code

Course Study Package Title

### Please complete the following questions

A. Is this a new application for leave?  If No, Please go to (B)  If Yes, Please go to (C)

B. Please indicate the period of existing leave  DDMMYYYY to  DDMMYYYY

C. New / Extended Leave of Absence requested from year  YYYY Study Period  e.g. Sem 1, Tri 2

D. I intend to recommence studies in year  YYYY Study Period  e.g. Sem 1, Tri2

E. Reason for request (Please tick ONE box)

|   |  |
|---|--|
| <input type="checkbox"/> Family Commitments | <input type="checkbox"/> Work Commitments      |
| <input type="checkbox"/> Financial          | <input type="checkbox"/> Personal              |
| <input type="checkbox"/> Serious Illness    | <input type="checkbox"/> Bereavement           |
| <input type="checkbox"/> Overseas Study     | <input type="checkbox"/> Parental Leave        |
| <input type="checkbox"/> Travel             | <input type="checkbox"/> Prerequisites not met |

F. Please specify reasons for leave request

G. I have withdrawn from my units for this period of leave via eStudent OR  
I am still enrolled in my units and will be engaging with unit content until this LOA has been assessed

I have read the Leave of Absence Guidelines on the reverse of this form. I have sought appropriate academic counselling. I understand that I will be withdrawn from all units in the study period whilst taking Leave of Absence, and withdrawn from all units in the subsequent study period. **I understand the consequences of the above request and accept responsibility to re-enrol by the stipulated re-enrolment deadline.**

DDMMYYYY

Signature\* Date

\* Submission of this LOA form via our [online enquiry webform](#) will be accepted as your electronic signature & date for this form.

## Submit this form to your Student Services Office:

Please complete and submit this form online via our [enquiry form](#). Any questions you have regarding this process can be submitted through the same form.

## Leave of Absence Guidelines

A student may apply for a Leave of Absence at any time after enrolment and until the teaching period census date. Once Leave of Absence has been approved, the student will be withdrawn from units in the study period affected by the leave, and withdrawn from units in the subsequent study period. The normal rules for early withdrawal then apply, i.e. applications submitted prior to census date will not incur a fee liability.

Where an application has been submitted after the census date but before the last withdrawal date, Leave of Absence may be considered. If approved the student will be withdrawn from units in the study period affected by the leave but still incur a fee liability, and withdrawn from units in the subsequent study period.

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. If your current LOA ends/lapses and you fail to successfully re-enrol or seek an additional LOA at this or another tertiary institution, you may not be eligible for preserved benefits under the Commonwealth Supported Scheme
4. You must obtain appropriate academic counselling before taking a Leave of Absence.
5. Your Faculty Student Services Office (FSSO) 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 total continuous period of more than 12 months, may also be considered by the FSSO. (Supporting evidence should be attached where appropriate).
6. Leave of Absences cannot be approved if you have outstanding work in the course you are seeking leave from (e.g. unfinished/unmarked assessments or deferred grades) or you have sanctions against your record. Exceptional circumstances will be considered on an individual basis.
7. 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.
8. If you do not abide with 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.
9. If you are denied a Leave of Absence, or the period of leave requested, you have a right to appeal.
10. 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 website: <http://students.curtin.edu.au/administration/dates>

## Information for Faculty Student Services Office

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 the census date, but before the last withdrawal date, may be considered for approval however the units will show as Withdrawn on the student's Academic Transcript and the student will be liable for all fees and charges for the unit/s.

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.

## Privacy Statement

At Curtin, the privacy of students, staff and other people with whom the University deals is taken very seriously. Much of the information which the University collects in connection with its normal functions and activities is "personal information", and this information is handled in accordance with relevant privacy standards. For details of how the University handles personal information please refer to our [Privacy Statement](#).