

APPLICATION FOR LEAVE OF ABSENCE

THIS FORM SHOULD NOT BE USED BY: International students on student visas (international students are not permitted to defer/suspend/or take leave of absence) OR **Higher Degree by Research students** (research students should contact their Divisional Graduate Studies Officer).

IMPORTANT NOTICE: It is your responsibility to ensure that your enrolment is correct and to be aware of the consequences of any variation to your enrolment. For example, impact on academic progress, fee liability or other entitlements (eg Centrelink benefits). Leave of absence can only be applied for up to the census date of the relevant semester. Applications received after the census date cannot be considered for official leave of absence. Students will be withdrawn from units only. You will remain liable for the tuition fees and the unit will be recorded on your Academic Transcript.

A student seeking Leave of Absence from a course in accordance with the information set out on the reverse side, should submit this form to the **Head of School** controlling the course.

ALL STUDENTS TAKING APPROVED LEAVE OF ABSENCE WILL BE WITHDRAWN FROM ALL ENROLLED UNITS APPLICABLE TO THE LEAVE PERIOD.

The maximum period of leave you can apply for is 12 months. Requests for leave longer than 12 months will only be considered in exceptional circumstances (evidence supporting your claim must be attached) and require the approval of the Academic Registrar (Director, Student Services).

PART A - APPLICATION FOR LEAVE OF ABSENCE	
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 <input type="text"/> Study Period _____
I intend to recommence studies in Year <input type="text"/> Study Period _____ <small>eg Sem 1, Tri 2</small>
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 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.



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.

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 ____ / ____ / ____

Applying for Leave of Absence

A student may apply for Leave of Absence at any time after enrolment. 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 census dates, leave of absence will not be granted. Fee liabilities will stand and the withdrawn units will appear on your Academic Transcript.

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 not greater than twelve (12) months during your studies. If you have already taken twelve (12) months leave in the period preceding this application, the Academic Registrar (Director, Student Services), must approve any further leave applications.
5. Leave of Absences cannot be approved if you have any work outstanding in the course you are seeking leave from (e.g. unfinished or unmarked assessments, deferred grades), have sanctions against your enrolment record or have applied after the census date.
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
 www.students.curtin.edu.au/study/important_dates.html

PRIVACY STATEMENT

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.