



Application for Leave of Absence – Domestic

CONDITIONS

- This form is for domestic students who intend to take a Leave of Absence from their study.
- Students become eligible to apply for a Leave of Absence at the beginning of their second session of enrolment.
- **Honours, Postgraduate and Graduate School of Medicine** students and Undergraduates seeking leave for more than one year (total) require Faculty approval.
- After the approved Leave of Absence has been completed the **student must re-enrol in the next session**

INSTRUCTIONS

- Before completing this form, please refer to Section 5.31 of the University Coursework Rules https://documents.uow.edu.au/about/policy/UOW262890.html#P530_47180
- Return the completed application to the **relevant Faculty for approval**.

DETAILS

Student Number:	First Name:	Last Name:
Course:	Course Code:	
Major:		

REQUEST

When do you want a leave of absence?	SESSION:	YEAR:
Why do you need a leave of absence? (tick one option below)		
<input type="checkbox"/> Work commitments	<input type="checkbox"/> Medical/Health	
<input type="checkbox"/> Overseas travel	<input type="checkbox"/> Other (state reason): _____	

PREVIOUS LEAVE OF ABSENCE

In your current degree, have you had a leave of absence before?	YES / NO
If you answered YES, when did you have leave?	SESSION: YEAR:

STUDENT ACKNOWLEDGEMENT

I acknowledge that I have read and have accepted the conditions outlined in this form.

Student signature: _____ Date: _____

FACULTY APPROVAL*

YES / NO	Approver Name: _____	Position: _____
Approver signature: _____ Date: _____		

*Faculty approver must as per the Delegations of Authority Policy