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)

☐ Work commitments  ☐ Medical/Health
☐ Overseas travel  ☐ 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

Hardcopies of this document are considered uncontrolled please refer to UOW intranet for latest version: http://www.uow.edu.au/student/forms/UOW008135.html