



## APPLICATION FOR LEAVE OF ABSENCE – INTERNATIONAL

### GUIDELINES FOR APPLYING FOR LEAVE OF ABSENCE

1. You only become eligible to apply for a Leave of Absence at the beginning of the second Session/Trimester of your enrolment as per Course Rules Section 6. 37(a)
2. If you hold a student visa, you **MUST** remain enrolled and attend classes until you receive confirmation that your Leave of Absence has been granted.
3. The maximum allowable Leave of Absence period is 12 months in total.
4. Your application must be made before the Census date in which you wish to commence your leave (this allows time for approved applicants to have subjects removed without incurring the financial cost of the subject)
5. The University can only approve a Leave of Absence for International Students on a student visa where compassionate and compelling circumstances exist or if pre-requisite units are not offered in the session the student is submitting a Leave of Absence application for as per ESOS Legislation.
6. Students **MUST** provide documentary evidence to support a claim for a Leave of Absence as the Department of Home Affairs (DHA) may request this information from the University at a later date.
7. All applications based on medical grounds must be submitted with an official medical certificate/documentation and must include a full medical impact statement from your Medical Practitioner.
8. If you are currently receiving a scholarship or have a sponsorship arrangement, it is your responsibility to ensure that a Leave of Absence is permitted and to check the possible impact on your scholarship or sponsorship.
9. If you are granted a Leave of Absence, the University will notify DIBP of the changes in your enrolment. You will need to contact the Department of Home Affairs on 131 881 to seek advice about your eligibility to stay in Australia whilst on Leave of Absence.

### INSTRUCTIONS

1. Please seek the approval of the Head of Students at your Faculty by submitting this form along with supporting documents directly to your Faculty.  
If you would like to discuss your application in person with the Head of Students, please contact your Faculty directly to make an appointment.

You can contact your Faculty: <http://www.uow.edu.au/about/faculties/index.html>

Alternatively your completed form and supporting documents can be left at Student Central at Building 17 Ground Floor. (Phone: 4221 3927 Fax: 4221 4322 or [askuow@uow.edu.au](mailto:askuow@uow.edu.au))

2. After the Leave of Absence for the approved session is complete, you **MUST** re-enrol in the next Session /Trimester. Failure to do so could result in possible visa implications.



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### PERSONAL DETAILS

First Name:

Last Name:

Student No:

Course Code:

Course Name:

### LEAVE OF ABSENCE DETAILS

Year:

Session/Trimester:

### REASON FOR LEAVE OF ABSENCE

Please tick one box only – Original supporting documentation must be attached to this application.

Medical     Subject unavailability     Other compassionate/compelling reasons (please provide details)


### Student Declaration

I have read and understood the guidelines on the reverse of the form and have submitted appropriate original supporting documentation. I understand the consequences of this application and accept the responsibility to ensure that my enrolment is correct.

Signature

Date



**Office Use Only**

**Head of Students - Approval**

In determining whether the application for Leave of Absence should be approved, the following issues need to be considered:

- Any past applications for Leave (maximum allowable leave should total NO more than 12 months)
- The reason for the application and the circumstances comply with the [National Code 2018](#)
- The student's assessed capacity to successfully resume studies and complete the course after the period of leave

Application Approved:     Yes     No

Reason for decision:


Name

Signature

Date