



LEAVE OF ABSENCE

PERSONAL DETAILS

(Please complete using blue or black ink)

FAMILY NAME _____ GIVEN NAMES _____

CONTACT NUMBER _____ STUDENT NUMBER _____

PROGRAM NAME _____ PROGRAM CODE _____

SCHOOL _____ DATE OF BIRTH (DD/MM/YY) _____

ACADEMIC CAREER Prep TAFE Undergraduate Postgraduate Research

- You must attend your School for prior consultation with your Program Co-ordinator or Head of School (or nominee). Leave of Absence approval is at the discretion of the Head of School.
- Please attach your current student card to this form and hand it to your school.
- Note that Single Course and Cross Institutional students are not eligible to apply for Leave of Absence. Outbound Exchange and Study Abroad students should remain enrolled in their Academic Program and enrol into the appropriate external courses for their Study Abroad or Student Exchange plan.
- Students who are entitled to a full or partial refund can obtain an Application for Refund of Fees form from the Hubs and lodge it at the Hubs.
- Students wishing to take longer than twelve months Leave of Absence, please read RMIT's Leave of Absence Policy on the next page.
- International Students** can apply for Leave of Absence in compelling and compassionate circumstances (see information on page 2).
- Students must re-enrol or take leave of absence during the re-enrolment period to avoid late re-enrolment fees (HE only).

CURRENT PROGRAM(S)

Please list the program(s) from which you wish to take Leave of Absence

Program Name	Program Code	Program Plan
_____	_____	_____
_____	_____	_____

If you are enrolled in more than one level of a nested program (e.g. Cert IV, Dip and Advanced Dip for the same discipline) do you wish to take Leave of Absence from all levels? YES NO

Have you previously been granted Leave of Absence from this program? YES NO

Leave of Absence is effective from: _____ 20 _____
(Term/Semester) (Year)

This form is for: (tick appropriate box) One Semester Duration (6 Months) Two Semesters Duration (12 months)

NB I understand that if this form is submitted after the relevant census date I will remain liable for all fees and may receive Academic Penalty. Please refer to RMIT's Leave of Absence Policy on the next page for further details.

RESEARCH STUDENTS (To be completed by RMIT Staff Only)

Leave of Absence is effective from: From _____ To _____
(DD/MM/YY) (DD/MM/YY)
(The above dates will be coded into the Research Master Database)

INTERNATIONAL STUDENTS

Are you an Onshore International Student? YES NO

If YES you must:

- Read the information on page 2.
- Attach evidence of your reasons for taking Leave of Absence e.g. medical certificates.
- Have this form signed by International Services, RMIT University.

Signature of authorised International Services Officer _____

Date (DD/MM/YY) _____

Are you a sponsored student? YES NO If YES you must attach written documentation of your approval.

Are you in receipt of a scholarship? YES NO If YES you must contact your scholarship provider.

FAMILY NAME	GIVEN NAMES
CONTACT NUMBER	STUDENT NUMBER

My reason for taking Leave of Absence is: (Tick one box only)

- | | | |
|--|---|--|
| <input type="checkbox"/> Academic Difficulties | <input type="checkbox"/> Dissatisfaction with program | <input type="checkbox"/> English language difficulties |
| <input type="checkbox"/> Program not what expected | <input type="checkbox"/> Tuition fees too high | <input type="checkbox"/> Family |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Illness | <input type="checkbox"/> Other RMIT Program |
| <input type="checkbox"/> Personal | <input type="checkbox"/> Support difficulties | <input type="checkbox"/> Travelling overseas |
| <input type="checkbox"/> Visa not granted | <input type="checkbox"/> Work commitments | <input type="checkbox"/> Other _____ |

STUDENT DECLARATION

I understand the following:

1. Only semester for which leave is taken will have courses dropped.
2. I am responsible for my enrolment in all following semesters for the Academic year.
3. I will remain liable for ALL FEES if this duly authorised form is not received at my School before the census date.

Student Signature	Date (DD/MM/YY)
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OFFICE USE ONLY Remove Materials Fees

Materials Fees Code	Amount	Materials Fees Code	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**OFFICE USE ONLY
School Date Stamp**

- Leave of Absence is granted Leave of Absence is not granted

Signature of Authorising Officer (Home School)	Date (DD/MM/YY)
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LEAVE OF ABSENCE POLICY

Students who seek to suspend their studies following enrolment must do so by requesting Leave of Absence. The granting of such leave shall be determined by the following conditions:

- Leave of Absence shall be granted at the discretion of the relevant Head of School.
- A request for Leave of Absence shall be restricted to a maximum of one year per application.
- Subsequent applications are permitted.
- Requests for Leave of Absence that exceed a total of two years in a program shall require the approval of the relevant Portfolio Board.

Note that the date of obtaining Leave of Absence without academic penalty is set no later than the close of business on the Friday of Week 8 of each semester in the calendar approved by the Academic Board and the Board of Technical Studies or when an equivalent proportion of study has been delivered. Further information on Academic Calendars can be obtained from: www.rmit.edu.au/academic-policy/academic_calendars

Further information on Leave of Absence can be obtained from: www.rmit.edu.au/corporate-governance/RMITpolicies

Research Students please refer to: www.rmit.edu.au/higher-degrees

ACADEMIC CAREER

- UGRD - Higher Education Sector Undergraduate Students
Bachelor Level Programs
- PGRD - Higher Education Sector Postgraduate Students
Masters by Coursework, Graduate Diploma and Graduate Certificate Level Programs
- RSCH - Higher Education Sector Research Students
Masters by Research, Doctor of Philosophy Level Programs
- TAFE - Tafe Sector Students
Advanced Diploma, Diploma, Certificate Level Programs
- PREP - Preparatory Sector and Adult VCE Students
Providing entry to Higher Education Sector or TAFE Sector Programs, such as Foundation Studies programs

INTERNATIONAL STUDENTS

Taking a Leave of Absence may affect your student visa. You must contact the Department of Immigration and Citizenship (DIAC) for visa information before submitting this form. Contact DIAC by phone: 131 881 or through their website: www.immi.gov.au

International students must have their Leave of Absence application approved by both the relevant School, and International Services, RMIT University. Students must supply supporting documentation to support their application.

International students will only be granted a Leave of Absence by RMIT University in compassionate or compelling circumstances (e.g. illness evidenced by a medical certificate). See www.rmit.edu.au/international/esosstudent

ACADEMIC TERM

TERM CODE	DESCRIPTION
0700	Summer Semester 2007
0705	Semester 1 2007 - TAFE Sector
0710	Semester 1 2007 - HE Sector
0745	Semester 2 2007 - TAFE Sector
0750	Semester 2 2007 - HE Sector
0780	Spring Semester 2007
0800	Summer Semester 2008
0805	Semester 1 2008 - TAFE Sector
0810	Semester 1 2008 - HE Sector
0845	Semester 2 2008 - TAFE Sector
0850	Semester 2 2008 - HE Sector
0880	Spring Semester 2008

Note: The last two digits of the year are the first two digits of the term code e.g. 0805 = 2008