

This form is **not to be used** by Higher Degree by Research Students. HDR students please refer to website www.unisa.edu.au/resdegrees/forms/default.asp#changes

Please note that completion of this form does not guarantee that you will be granted leave of absence.

If you wish to take leave from your program, you must:

1. Complete the form in full
2. Obtain approval from an International Student Officer at the Learning and Teaching Unit
3. Obtain approval from your Program Director
4. Read and sign the Student Declaration at Part E
5. Lodge this form with a Campus Central Office.

Please note that:

- if this Leave of Absence is not approved and you do not maintain your enrolment, your Confirmation of Enrolment (CoE) may be cancelled, which may affect your student visa
- students enrolled in programs leading to professional registration must maintain a current student registration while on leave from their program
- students on leave will continue to have access to University services such as email and the Library, and are still subject to the University's policies, statutes and by-laws governing that access.

Please refer to the University's Enrolment policy for further information about taking leave from your program (<http://www.unisa.edu.au/policies/policies/academic/A48.asp>)

Part A: Personal details

Student ID:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Mr/Miss/Ms/Mrs:	First name(s):
Family name:	Contact No:
Date of birth:	Alternate Email:

Program details:

Program code:	Program title:	
Are you a sponsored student?	<input type="checkbox"/> Yes (please provide the full name and contact details of sponsor)	<input type="checkbox"/> No
Do you currently have a student registration with a state or national registration board?	<input type="checkbox"/> Yes (please provide the full name and contact details of the registration board)	<input type="checkbox"/> No

Part B: Leave of Absence from Program

You are eligible for leave only if you have attempted all the assessment components of at least one course and there are compassionate or compelling reasons for taking leave (eg. illness).

I request leave of absence from ___/___/_____ and I will return for Study Period _____ in the year _____

Have you had leave from this program before?	<input type="checkbox"/> Yes, I took leave from ___/___/_____ to ___/___/_____	<input type="checkbox"/> No
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Reason for taking leave. (There must be compassionate/compelling circumstances).

Medical certificate or other supporting documentation **must** be attached

Part C: International Student Officer Approval – Learning and Teaching Unit

Approval on the basis that compassionate/compelling circumstances exist:	<input type="checkbox"/> Granted	<input type="checkbox"/> NOT Granted
Approval obtained from UniSA International Government Sponsorships:	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A

UniSA International Government Sponsorship contact name:	Date:
International Student Officer name:	
International Student Officer signature:	Date:

Part D: Program Director Approval

I approve this application for leave Program Director name:	<input type="checkbox"/> Updated Study Plan sent to Campus Central
Program Director signature:	Date:

Part E: Student Declaration

I understand that:

- If this Leave of Absence is **not approved** and I do not maintain my enrolment, my Confirmation of Enrolment (CoE) may be cancelled, which may affect my student visa.
- If this leave of absence is **approved**:
 - the Department of Immigration and Citizenship (DIAC) will be notified that I am taking leave of absence and this may result in cancellation of my CoE and may affect my student visa
 - I am required to hold a current CoE whilst studying and will obtain a new CoE, and if necessary a new student visa, before returning to Australia
 - if I am enrolled in a program leading to professional registration, I must maintain a current student registration while I am on leave from my program
 - I am obliged to pay any outstanding fees to UniSA.

Student Signature:	Date:
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LODGING YOUR APPLICATION

You are required to lodge this form with Campus Central and check your student email (via your myUniSA student portal) within 7 working days to confirm the application has been approved and processed:
www.unisa.edu.au/myunisa

In person

City East

Campus Central
Level 3
Playford Building

Mawson Lakes

Campus Central
Ground Floor
A Building

City West

Campus Central
Ground Floor
Yungondi Building

Mount Gambier

Regional Centre Office
Wireless Road
Mount Gambier SA 5290

Magill

Campus Central
Level 1
B Block

Whyalla

Campus Central
Ground Floor
Main Building
111 Nicolson Avenue
Whyalla Norrie SA
5608

By post

University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5000

By fax

City East	(08) 8302 2466
City West	(08) 8302 0590
Magill	(08) 8302 4090
Mawson Lakes	(08) 8302 3550
Mount Gambier & Whyalla	(08) 86476082

OFFICE USE ONLY

Campus Central

<input type="checkbox"/> Form fully completed	<input type="checkbox"/> Copy of form and supporting documentation sent to international.leave@unisa.edu.au NB: New CoE not to be issued until existing CoE cancelled
<input type="checkbox"/> If leave is not granted, FILE ONLY (do not process)	<input type="checkbox"/> Notify student to confirm processing
<input type="checkbox"/> Withdrawn from courses	<input type="checkbox"/> Alternate email details entered
<input type="checkbox"/> Tuition fees recalculated	<input type="checkbox"/> Approved LoA form placed on student's file
<input type="checkbox"/> Leave / RLOA rows entered onto Program / Plan Panel (and update Expected Grad term)	<input type="checkbox"/> Email copy of student correspondence to PD
Date received:	Date processed:
Received by:	Processed by: