



# Leave of Absence or Withdrawal from Program

For use by Australian Citizens, Permanent Residents or Temporary Residents not on a student visa

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](http://www.unisa.edu.au/resdegrees/forms/default.asp#changes)

You are required to obtain approval from your Program Director for leave of absence **only if**:

- this is an extension beyond 12 months to leave which has already been approved, or
- you have not yet completed any course from your program, or
- the application for leave is after the withdrawal date

You must sign the student declaration in Part D.

## Part A: Personal details

Student ID:

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Date of birth:

Alternative Email:

## Program details:

Program code:

Program title:

Are you a sponsored student?

Yes (please provide the full name and contact details of sponsor)

No

Do you currently have a student registration with a state or national registration board?

Yes (please provide the full name and contact details of the registration board)

No

## Part B: Leave of absence from Program

Please only complete this section if you wish to take a break from study and have your place in the program listed above held until your return.

I request a leave of absence from \_\_\_ / \_\_\_ / \_\_\_ and I will return for Study Period \_\_\_ in the year \_\_\_\_\_

Have you had leave in this program before?

Yes, I took leave from \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

No

**Reasons for taking leave:** (please attach supporting documentation, ie medical certificate or explanation letter)

## Program Director approval

I approve this application for leave

Program Director's name:

Program Director's signature:

Date:

## Part C: Withdrawal from program

Please only complete if you want to cease studying in the program above and do not wish to return, therefore giving up your place in the program. Note that discussing options with your Program Director is optional, not required.

Ensure you consider all alternatives prior to withdrawing. For more information go to:

<http://www.unisanet.unisa.edu.au/learn/Learningconnection/?PATH=/Resources/workshop-counselling/Thinking+about+withdrawing/&default=Welcome.htm>

I wish to completely withdraw from the courses in which I am currently enrolled, and the above program

I have discussed my options with my Program Director

Yes  No

Reason for withdrawing from program:

Financial

Visa

Returning to home country

Refund withdrawal

Personal

Employment

Transfer to another provider

Registration cancelled

Other

Please provide details:

**Part D: Student Declaration**

- I understand that it is my responsibility to notify any relevant agency (eg Centrelink) of this change to my enrolment.
- I understand that if I withdraw from my program:
  - the relevant registration board will be notified of my withdrawal, upon which my student registration will be cancelled. (This does not include Occupational Therapy students).
  - if I am an Occupational Therapy student it is my responsibility to notify the Occupational Therapy Board of SA of this change to my enrolment
  - I will lose my place in the program, and I will be required to apply for re-admission if I wish to continue my studies at a later date
  - I am obliged to pay any outstanding fees to UniSA.
- I understand that if I take leave of absence and 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.

Student Signature:

Date:

**LODGING YOUR APPLICATION**

**Leave of absence**

Lodge with Campus Central and check myUniSA and your email account within 7 days to confirm processing.

**Withdrawal from Program**

Lodge with Campus Central and surrender your Student ID card. Confirmation will be sent to you via post.

**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 Bld  
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	+61 8 8302 2466
City West	+61 8 8302 0590
Magill	+61 8 8302 4090
Mawson Lakes	+61 8 8302 3550
Mount Gambier & Whyalla	+61 8 8647 6082

**OFFICE USE ONLY**

**Campus Central**

**Leave of Absence only**

- Withdrawn from current courses
- Tuition fees recalculated
- LEAV/RLOA rows entered onto Program/Plan panel
- Update Expected Grad Term

**Withdrawal from Program only**

- Withdrawn from current / future courses
- Tuition fees recalculated
- Future Term Activation rows deleted
- WAPP row entered onto Program/Plan panel
- Delete Expected Completion Term
- Student ID card destroyed (no other active programs)
- Copy to relevant Dean:T &L (if student under academic review)
- Registration Board & Division Manager notified (if applicable)

**All forms**

- Alternative email details entered
- Copy to scholarship contact (if applicable)

- Notify student to confirm processing
- Email copy of student correspondence to PD

Date received:

Date processed:

Received by:

Processed by: