

**Leave of Absence or Withdrawal from Program****(International Students Studying in Australia Only)****Complete and lodge this form with your Campus Central office**

You must:

- Fill out either Part B OR Part C, not both. Place a cross through the section you are not using,
- obtain advice and approval from your Program Director (leave of absence only) and advice and signature from a Learning Connection International Student Adviser; and
- sign the declaration Part D.

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"/>	
Mr/Miss/Ms/Mrs:	First name(s):								
Family name:									
Date of birth:	Alternate Email:								
Program code:	Program name:								
Are you receiving a Scholarship:	<input type="checkbox"/> Yes (Please detail full name of scholarship and contact)							<input type="checkbox"/> No	

Part B: Leave of absence from Program

Please only complete this section if you have attempted all the assessment components of at least one course and wish to take a break from study of up to 12 months. This will ensure your place in your program is kept for your return.

<input type="checkbox"/> I request Leave of Absence from the following date ____/____/____ & I will return to my studies for Study Period ____ in the year ____	Have you had leave from this program before? <input type="checkbox"/> Yes _____ to _____ <input type="checkbox"/> No Please state when you had leave: _____
Reasons for leave of absence from program: (please attach supporting documentation, i.e. medical certificate or explanation letter)	
Program Director approval Name: Signature:	Date: <input type="checkbox"/> Updated Study Plan sent to Campus Central

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 only optional not required.

<input type="checkbox"/> I wish to completely withdraw from the above program and its current courses	I have discussed my options with my Program Director? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---

Part D: Student declaration

- I understand that The Department of Immigration and Citizenship will be notified of this change to my enrolment and it may affect my student visa.
- I acknowledge it is my responsibility to notify the relevant agency, Registration board (i.e. Physiotherapy Board) of this change to my enrolment (if appropriate)
- I understand that I will lose my place in the program if I withdraw, and will be required to apply for re-admission if I wish to continue my studies at a later date.

Student signature:	Date:	
Reasons for withdrawal from program <input type="checkbox"/> Financial <input type="checkbox"/> Visa <input type="checkbox"/> Return to home country	<input type="checkbox"/> Refund Withdrawal <input type="checkbox"/> Personal <input type="checkbox"/> Employment	<input type="checkbox"/> Transfer to another provider <input type="checkbox"/> Registration Board <input type="checkbox"/> Other
Learning Connection: International student officer Name: Signature:	Date:	

LODGING YOUR APPLICATION

Leave of absence You are required to submit this form to Campus Central and please check myUniSA Email within 7 working days to confirm processing. (www.unisa.edu.au/myunisa)		Withdrawal from Program You are required to submit this form to Campus Central and surrender your Student ID Card. When this form has been processed confirmation will be sent to you via post.		
With Campus Central				
In person				
City East Campus Central Level 3 Playford Building	City West Campus Central Ground Floor Yungondi Building	Magill Campus Central Level 1 B Block	By post University of South Australia Campus Central – (name of campus) GPO Box 2471 Adelaide SA 5000	
Mawson Lakes Campus Central Ground Floor A Building	Mount Gambier Regional Centre Office Wireless Road Mount Gambier SA 5290	Whyalla Campus Central Ground Floor Main Building	By fax	
			City East	(08) 8302 2466
			City West	(08) 8302 0590
			Magill	(08) 8302 4090
			Mawson Lakes	(08) 8302 3550
	Mount Gambier	(08) 8735 1460		
	Whyalla	(08) 8647 6082		

CAMPUS CENTRAL USE ONLY

Leave of Absence only		Withdrawal from Program only	
Withdrawn from courses	<input type="checkbox"/>	Withdrawn from courses	<input type="checkbox"/>
Tuition Fees Recalculated	<input type="checkbox"/>	Tuition Fees Recalculated	<input type="checkbox"/>
Leave/RLOA rows entered onto Program/Plan Panel (and update Expected Grad term)	<input type="checkbox"/>	Future Term Activation Rows deleted	<input type="checkbox"/>
Email student attach confirmation email and copy of new study plan.	<input type="checkbox"/>	WAPP row entered onto Program/Plan Panel (and delete Expected Grad term)	<input type="checkbox"/>
UI contacts Campus Central if new study plan impacts on the reassessment of the students COE.	<input type="checkbox"/>	Student ID card destroyed (only if no other active programs)	<input type="checkbox"/>
		Notify student in writing to confirm processing	<input type="checkbox"/>
		Copy to relevant Dean T&L (if appropriate)	<input type="checkbox"/>
All forms			
Future contact details entered	<input type="checkbox"/>	Processed by:	
Copy to scholarship contact (if applicable)	<input type="checkbox"/>		
Copy of form and supporting documentation sent to Quality and Compliance team at UniSA International	<input type="checkbox"/>	Date:	
Copy placed on student's file	<input type="checkbox"/>		