



Please note that your completion of this form does not guarantee that you will be granted a Leave of Absence. You must:

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

If you are a Higher Degree by Research student, you are required to consult the Graduate Studies Office for the appropriate form.

Please note that all 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.

PTO for lodgement details and for relevant policies and procedures on taking Leave of Absence

Part A: Personal details

Student ID:

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Date of birth:

Contact No:

Program details:

Program code:

Program title:

Are you a sponsored student?

Yes (Please detail full name of sponsor and contact details)

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 a Leave of Absence from ___/___/_____ and I will return for Study Period _____ in the year _____

Have you had leave from this program before?

Yes, I took leave from _____ to _____

No

Reason for taking leave: (There must be compassionate/compelling circumstances. Please provide sufficient detail.)

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:

Granted

NOT granted

Approval obtained from UI Government Sponsorships:

Yes

N/A

UI Government Sponsorship contact name:

Date:

ISO name:

ISO signature:

Date:

Part D: Program Director Approval

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 I do not enrol and this Leave of Absence Form **is not** approved by my Program Director, the Learning and Teaching Unit AND my sponsor (if applicable), my Confirmation of Enrolment (CoE) may be cancelled for non-enrolment;
- If this Leave of Absence Form **is** approved:
 - the Department of Immigration and Citizenship will be notified that I am taking a leave of absence and this may result in cancellation of my CoE and student visa
 - I am required to hold a current Confirmation of Enrolment (CoE) whilst studying and will obtain a new CoE, and if necessary a new student visa, prior to returning to Australia
 - it is my responsibility to notify any registration board with which I was required to register as a student, of this change to my enrolment

Student Signature:

Date:

LODGING YOUR APPLICATION

You are required to submit this form to 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

Please refer to the University's Enrolment Policy for further information about applying for leave from your program:

<http://www.unisa.edu.au/policies/policies/academic/A48.asp>

With Campus Central

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

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) 8647 6082

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"/> Future contact 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:

OFFICE USE ONLY

UniSA International

<input type="checkbox"/> Form fully completed	<input type="checkbox"/> Update Medici
<input type="checkbox"/> Print UniSA Info	<input type="checkbox"/> If BFS, contact Student Finance
<input type="checkbox"/> Report on CoE and print SCV	<input type="checkbox"/> Email student
Processed by:	Date: