

**Leave of Absence or Withdrawal from Program****(Australian Citizens, Permanent Residents or Temporary Residents not on a student visa only)**

Complete and lodge this form with your Campus Central office, who will notify the Program Director of your decision if you have not indicated your discussion with them. 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) if:
 - this is an extension beyond 12 months to already approved leave,
 - you have not yet completed any course from your program, or
 - the application for leave is after the withdrawal date
- 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"/> <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 <i>(Please detail full name of scholarship and contact)</i>					<input type="checkbox"/> 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 position in the program listed above held until 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 Only required if: <ul style="list-style-type: none"> • this is an extension of leave beyond 12 months, or • you have not yet completed any course from your program, or • this application is after the withdrawal date. 		Name: 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 only 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>

<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	
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			
Please provide written reasons for withdrawal:			

Part D: Student declaration

- I acknowledge it is my responsibility to notify the relevant agency (i.e. Centrelink or Registration Board) of this change to my enrolment (if appropriate).
- I understand that I will forfeit my place in the program if I withdraw, and will be required to apply for re-admission through SATAC, International Office (temporary visa holders) or University Direct Entry, if I wish to continue my studies at a later date.

Student signature:	Date:
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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) 8647 6082 Whyalla

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"/>
		WAPP row entered onto Program/Plan Panel (add Action Reason)	<input type="checkbox"/>
		Delete Expected Completion Term	<input type="checkbox"/>
		Student ID card destroyed (only if no other active programs)	<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: Date:	
Copy to scholarship contact (if applicable)	<input type="checkbox"/>		
Notify student to confirm processing	<input type="checkbox"/>		
Email copy of student correspondence to PD	<input type="checkbox"/>		