

Application for Leave of Absence International Onshore Students

(Student Visa holders only)

If you are a Higher Degree by Research Student, you must apply for leave through your Graduate Studies Officer, you cannot use this form.

Student Details

| | | | |
|---------------------------------|----------------------|--------------|----------------------|
| Curtin ID | <input type="text"/> | Family name | <input type="text"/> |
| Title | <input type="text"/> | Given name/s | <input type="text"/> |
| Phone Number | <input type="text"/> | | |
| Course Study Package Code | <input type="text"/> | | |
| Course Study Package Title | <input type="text"/> | | |
| Leave of Absence requested from | <input type="text"/> | to | <input type="text"/> |

Reason for Request

Please tick one box only – Original supporting documentation must be attached to this application

Serious Illness
 Bereavement
 Other Personal Reasons
 Unit Availability*
 Relevant requisites not met*

*A supporting statement from the course coordinator confirming no unit availability or requisites not met.

Please note: an application based on financial reasons will not be approved. A condition of your student visa is that you have sufficient financial capacity to support your study and stay in Australia.

Student Advisor - International Student Visas

The student has been informed of possible visa implications and advised to contact DIBP for further information. Yes

The student has been advised of the International Student Refund Agreement. Yes

The reasons for this Leave of Absence meet the requirements for approval as an International Student on a Student Visa. Yes

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Name (Please print) | Signature | Date |

Student Declaration

I have read and understood the guidelines on the reverse of the form and have submitted appropriate original supporting documentation. I have sought advice from the Student Advisor - International Student Visas in relation to my student visa and the refund agreement. I understand the consequences of this application and accept responsibility to ensure my enrolment is correct. I understand that if successful I will be withdrawn from all units for the period of leave granted.

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| Signature | Date |

Head of School or Student Services Manager – Approval

Application Approved: Yes No*

*If the application is not approved a statement outlining the reasons why must be provided below:

| | | |
|----------------------|---|----------------------|
| <input type="text"/> | | |
| <input type="text"/> | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Name | Signature for Head of School or Nominee | Date |

Student Service Office Use Only

| | | |
|----------------------------|------------------------------|----------------------|
| Date Processed | <input type="checkbox"/> Yes | <input type="text"/> |
| Student advised in writing | <input type="checkbox"/> Yes | <input type="text"/> |



- OASIS is Curtin's student portal. Through OASIS, students are provided with access to their student record (eStudent), the Official Communications Channel (OCC), and a range of other online services including a student email account and learning support systems.
- It is a condition of enrolment at Curtin that students activate their OASIS account and access OASIS at least once a week to receive official communications from the University via the OCC.
- Students may be granted exemption from the requirement to access OASIS in exceptional circumstances only. Please check <http://www.oasis.curtin.edu.au> for more information.

Guidelines for applying for Leave of Absence

- In order to be eligible to apply for Leave of Absence, you must be currently enrolled in a course of study at the University.
- You must have received appropriate academic counselling prior to taking a Leave of Absence.
- A Leave of Absence cannot be approved if you have outstanding work in the course (i.e. unfinished or unmarked assessments or Deferred Assessments) or you have a sanction against your record. (e.g. for outstanding fees).
- A Leave of Absence can only be granted for 1 Semester, for a maximum of 6 months. Your Confirmation of Enrolment (CoE) will be cancelled and it is your responsibility to advise the Student Advisor - International Student Visas of your return date.
- The Head of the relevant area is entitled to specify appropriate conditions for subsequent re-enrolment.
- If you do not comply with the conditions of your Leave of Absence, you may be withdrawn from your course. If this is the case you will be required to re-apply for admission through the Curtin International.
- If your request for Leave of Absence is not approved, you have the right to appeal the decision.
- The University may refuse or revoke an approved Leave of Absence should you provide any information that is false or misleading.
- You must contact your Faculty Student Services Office to confirm re-enrolment deadlines.

Important notes about this request

- This form should only be used by International Onshore Students on a student visa.
- The maximum period of leave that will be granted for successful applications is 6 months. Students who require more than 6 months leave must withdraw from their course and re-apply for admission through the Curtin International, building 102, <http://international.curtin.edu.au/>
- Students can only apply for a Leave of Absence if they can demonstrate compassionate or compelling circumstances which have impacted on their course progress or well being.
- Original supporting documentation must be lodged with this application.
- All students seeking a Leave of Absence must contact the Student Advisor - International Student Visas to confirm they meet requirements for Leave of Absence and information relating to their student visa and tuition fees. The Student Advisor - International Student Visas can be contacted on iovisa@curtin.edu.au.
- Successful applications received prior to the relevant census date will result in the units being early withdrawn and the student can apply for a refund of tuition fees in accordance with the International Student Refund Agreement.
- Successful applications received after the relevant census date will result in units being withdrawn (WD will appear on the Academic Transcript) and the student is liable for the tuition fees.
- Once the Withdrawal Under Special Circumstances period has commenced, students cannot apply for a Leave of Absence and must apply for a Withdrawal Under Special Circumstances instead. <http://students.curtin.edu.au/administration/forms.cfm>

Information for Head of School or Student Services Manager

In determining whether the application for leave should be approved the following issues need to be considered:

- Any past applications for leave.
- The reason for the application and that the circumstances comply with The National Code 2007.
Refer to International Onshore Students: Leave of Absence SAG for further information.
- The students assessed capacity to successfully resume studies and complete the course after the period of leave.

Please direct all enquiries to your Student Services Office (SSO)

CBS International
Tel: (+61 8) 9266 7789
Fax: (+61 8) 9266 4092
Email: cbsinternational@curtin.edu.au

Postgraduate Enquiries
Tel: (+61 8) 9266 7715
Fax: (+61 8) 9266 3096
Email: business@cbs.curtin.edu.au

Curtin Sydney
Tel: (+61 2) 8399 7888
Fax: (+61 2) 8399 7899
Email: info@sydney.curtin.edu.au

Health Sciences
Tel: (+61 8) 9266 7713
Fax: (+61 8) 9266 3096
Email: currentstudents@health.curtin.edu.au

Western Australian School of Mines
Tel: 1800 688 377
Email: WASMundergrad@curtin.edu.au

Centre for Aboriginal Studies
Tel: (+61 8) 9266 7091
Fax: (+61 8) 9266 2888
Email: cas.enquiries@curtin.edu.au

Curtin Sarawak
Tel: (+60) 85 44 3939
Fax: (+60) 85 44 3838
Email: enquiries@curtin.edu.my

Graduate School of Business Perth Campus Enquiries
Tel: (+61 8) 9266 3460
Fax: (+61 8) 9266 7607
Email: currentstudents@gsb.curtin.edu.au

Humanities
Tel: (+61 8) 9266 3400
Fax: (+61 8) 9266 3345
Email: humanities@curtin.edu.au

Student Services, building 101
Tel: (+61 8) 9266 3399
Fax: (+61 8) 9266 4108
Web: students.curtin.edu.au

Curtin Business School Undergraduate Enquiries
Tel: (+61 8) 9266 7713
Fax: (+61 8) 9266 3096

Curtin Singapore
Tel: 6593 8000
Fax: 6593 8001
Email: studentervices@curtin.edu.sg

Science and Engineering
Tel: (+61 8) 9266 4600
Fax: (+61 8) 9266 3345
Email: ssse@curtin.edu.au

Privacy Statement

At Curtin, the privacy of students, staff and other people who the University deals with is taken very seriously. Much of the information which the University collects in connection with its normal functions and activities is "personal information", and this information is handled in accordance with relevant privacy standards. For details of how the University will use, disclose and protect your personal information please refer to <http://global.curtin.edu.au/legal/privacy.cfm>