

Please submit this form with all relevant supporting documents to your Student Services Office:

Email: studentservicecentre@curtin.edu.au

In person: Curtin Connect Building 102

Webform: <https://students.connect.curtin.edu.au/app/contact>

OASIS – Online Access to Student Information Services

oasis

- 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 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 a maximum of 12 months. If approved, your Confirmation of Enrolment (CoE) will be cancelled and a new CoE will be required to recommence your studies.
- 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- If you do not comply with the conditions of your Leave of Absence, and you fail to re-enrol, you may be withdrawn from your course.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.
- Refer to [Managing your Course](#) information to confirm re-enrolment deadlines, or contact your [Student Services Office](#).

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 12 months. Students who require more than 12 months leave must withdraw from their course and re-apply for admission through [Curtin International](#).
- 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 wellbeing.
- Original supporting documentation must be lodged with this application.
- All students seeking a Leave of Absence must [contact](#) a Student Services Advisor to confirm they meet requirements for Leave of Absence and information relating to their student visa and tuition fees.
- 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 their Academic Transcript) and the student is still liable for the tuition fees for this unit.
- Where an application has been submitted after the study period census date but before the last withdrawal date, the leave of absence may be considered.
- Once the study period last date to withdraw has passed students can not apply for Leave of Absence and must submit a [Refund and remission of Fees due to special circumstances](#) application.

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 2018](#).
- The students assessed capacity to successfully resume studies and complete the course after the period of leave.

Privacy Statement

At Curtin, the privacy of students, staff and other people with whom the University deals 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 handles personal information please refer to our [Privacy Statement](#).