Application for Leave of Absence
International Onshore Students
(Student Visa holders only)

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

Student Details

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<th>Curtin ID</th>
<th>Family name</th>
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<th>Title (Mr/Mrs/Ms/Miss)</th>
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<th>Leave of Absence requested from</th>
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Reason for Request

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

- [ ] Serious illness
- [ ] Unit availability*
- [ ] Bereavement
- [ ] Relevant requisites not met*
- [ ] Other personal reasons

* 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 Declaration

- I have read and understood the guidelines on the reverse of the form and have submitted appropriate original supporting documentation.
- I am aware that my LOA application must meet the requirements for approval as an international student on a student visa.
- I am aware of the International Student Refund Agreement.
- I am aware taking leave may impact my student visa and it is my responsibility to contact the Department of Home Affairs for further information.
- I understand that if my LOA application is successful, I will be withdrawn from all units for the period of leave granted. That my current CoE (Conformation of Enrolment) will be cancelled and that a new CoE will be required for recommencement of my studies.

Signature* Date

* Submission of this LOA form via our online enquiry webform or your student email account will be accepted as your electronic signature & date for this form.

Application Approved: [ ] Yes [ ] No*

*If the application is not approved a statement outlining the reason/s why will be sent to your student email.
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.