

Leave of Absence (LOA Form) – For Diploma Students

If you are absent for **more than 5 consecutive working days**, you must complete this form **within 3 working days** of your missed class(es) and email it together with a medical certificate or supporting documents to explain why you were absent to:

DiplomaEnquiry@unswcollege.edu.au.

Please read the following important information:

1. This form is to be used when a student requests leave of absence after they have commenced the course and the enrolment is to be temporarily paused.
2. If you submit a LOA form without an official medical certificate, or other official documentation recognised as Compassionate or Compelling evidence, then your form will not be accepted. All supporting documentation must be in English or translated into English by a certified translator.
3. If you are unsure about Compassionate or Compelling evidence, please check the list on the last page of the form.
4. Please also inform your teachers that you will be absent and request for the class recording so you do not fall behind your studies.
5. Please also confirm if you will miss any assessments or exams while you are away.

STUDENT DETAILS: (Please use CAPITAL letters)

Student ID Number

Date of Birth (dd/mm/yyyy)

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Family Name

Given Name

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Address

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CURRENT ENROLMENT DETAILS:

Course (eg: Diploma)

Intake/Term/Year (eg: Diploma Term 2)

Specialisation (Major)

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DATE FOR LEAVE OF ABSENCE / TEMPORARILY SUSPENSION OF ENROLMENT (dd/mm/yyyy):

From:

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To:

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Number of Days:

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(Excluding weekends & holidays)

Will you be in Australia over this period?

Yes

No

If your answer is 'NO', and your absence is more than 28 days, please provide a copy of your airline ticket.

Are you under 18 years of age?

Yes

No

If your answer is 'YES', you must attach a letter from your parent/guardian supporting your application for taking Leave of Absence.

Are you a sponsored/scholarship student?

Yes

No

- Temporarily suspending your enrolment may affect your student visa. You must check the Department of Home Affairs (DHA) visa information before submitting this form. Contact DHA by phone on 131 881 or consult their website at <https://immi.homeaffairs.gov.au/>
- According to government legislation – ESOS National Code 2018 - your leave can be approved on compassionate or compelling grounds only. You must attach independent supporting documentation (originals or certified copies) to support your application (e.g. medical certificates, death certificate or a report from a registered psychologist). All documents must be provided in English or translated into English by a registered translation service.



MEDICAL CERTIFICATE:

Do you have a medical certificate? *(Please attach it when you submit your form)*

Name of Practitioner

Provider Number

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IMPORTANT: If your Medical Certificate is not in English you **MUST** provide a certified translation from an official public notary or use a translation service like <https://www.naati.com.au/>. Inaccurate or missing information will result in either delayed processing or your request may be denied.

STATE YOUR OTHER REASONS FOR APPLYING TO HAVE YOUR ENROLMENT TEMPORARILY SUSPENDED:

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To tick this box, you confirm that you have provided **ALL** the information to request for LOA, and you understand that your request won't be taken into consideration if you don't provide supporting documents.

STUDENT DECLARATION

I hereby apply to suspend my course of study and acknowledge that this application will be processed in accordance with the UNSW College Deferral and Suspension Policy, which I have read and understood.

I understand that this application is subject to UNSW College's approval and that incomplete form and evidence, where required, may lead to my application not being approved.

I understand that if my application is declined, I will have 20 days to access the Appeals process as detailed in the UNSW College Deferral and Suspension Policy.

I understand that fees due during my Leave of Absence will require payment as per the arranged payment plan.

I am aware that taking Leave of Absence may affect my student visa and DHA will be notified of any changes to my COE.

I understand that if my Leave of Absence is more than 28 days, I must leave Australia unless there are exceptional circumstances preventing me from travelling, such as a medical condition.

I understand that if my Leave of Absence is for a period of more than 6 months, my student visa may be cancelled.

Student's Signature

Date of Request (dd/mm/yyyy)

| OFFICE USE ONLY | |
|---|--|
| Received by: _____ Date: _____ | Approved: Yes No Approved/Declined by: _____ |
| Evidence attached: Yes No | Will the absence affect the duration of study? |
| Study Plan (If Saudi scholarship): _____ | Yes* <input type="checkbox"/> No |
| SCV (Within 14 days of date of approval) Date: _____ Student advised: Date: _____ | *If yes, provide details of new enrolment: _____ _____ |
| Signature: _____ | Date: _____ |

Compassionate or Compelling Evidence Can Be Accepted by UNSW College

Compassionate and compelling circumstances are matters which are, in most cases, beyond the control of the student and which will impact their capacity to progress with their planned course of study.

In the below table UNSW College sets out what it considers to be compassionate and compelling circumstances, and the documentary evidence required to support a claim.

| Compassionate or Compelling Circumstances | Documentary Evidence Required |
|--|--|
| Compassionate or compelling circumstances that apply under all UNSW College policies | |
| Serious illness or injury of a student | Medical certificate from an AHPRA registered practitioner, stating that the student was unable to fulfil attendance / course progress requirements. Where the student is offshore, other medical evidence may be accepted at UNSW College's sole discretion. |
| Death or serious illness of a close family member such as a parent or grandparent. | A death certificate which is written in English or is translated into English by a NAATI accredited translator, or appropriate alternative evidence. |
| Major political upheaval or natural disaster in the home country of the student requiring emergency travel by the student that is, or is likely to have, an impact on the student's ability to continue or commence their studies. | Any reasonable evidence of the event, including copies of flight/travel bookings and/or any reasonable evidence of the impact such event has had on the student's studies |
| A traumatic experience where a student is victim of, or a witness to, a serious accident or crime, and this experience has adversely impacted on the student. | A hospital report, police report or an AHPRA registered health practitioner's report. Where the student is offshore, other medical evidence may be accepted in UNSW College's sole discretion. |
| Misadventure, for example: an unusual/one-off event such as a major traffic incident that prevented the student from being able to travel to and attend class. | Any reasonable evidence of the event. |
| Other | |
| Any others circumstances that UNSW College considers to be compassionate and compelling in nature, in its sole discretion | Any reasonable evidence of the event. |