



Leave of Absence or Temporary Suspension of Studies Pre-Masters Program

Please email this form + your medical certificate or other evidence directly to enquiries@unswcollege.edu.au. 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.

STUDENT DETAILS: (Please use CAPITAL letters)

Student ID Number	Date of Birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>
Family Name	Given Name
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	

CURRENT ENROLMENT DETAILS:

Course	Intake/Term/Year	Class Group
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

From: To: Number of Days:

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

REASON FOR TAKING LEAVE OF ABSENCE

- 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 of Practice 2007 - 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.

State your reason for applying to have your enrolment temporarily suspended:



STUDENT DECLARATION

I hereby apply to suspend my course of study and acknowledge that this application will be processed in accordance with the UNSW Foundation Studies Deferral, Suspension and Cancellation Policy, or UNSW Institute of Languages Deferral, Suspension and Cancellation 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 Foundation Studies Deferral, Suspension and Cancellation Policy, and UNSW Institute of Languages Deferral, Suspension and Cancellation 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 DIAC 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 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: _____