

## Leave of Absence or Withdrawal from Program

For use by Australian Citizens, Permanent Residents or Temporary Residents not on a student visa

This form is **not to be used** by Higher Degree by Research Students. HDR students please refer to website <http://w3.unisa.edu.au/researchstudents/forms/>

You are required to obtain approval from your Program Director for leave of absence **only if**:

- this is an extension beyond 12 months to leave which has already been approved, or
- you have not yet completed any course from your program, or
- the application for leave is after the withdrawal date

You must sign the student declaration in Part D.

### Part A: Personal details

Student ID:

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Date of birth:

### Program details:

Program code:

Program title:

Are you a sponsored student?

Yes (please provide the full name and contact details of sponsor)

No

Do you currently have a student registration with a state or national registration board?

Yes (please provide the full name and contact details of the registration board)

No

### Part B: Leave of absence from Program

Please only complete this section if you wish to take a break from study and have your place in the program listed above held until your return.

I request a leave of absence from \_\_\_ / \_\_\_ / \_\_\_ and I will return for Study Period \_\_\_ in the year \_\_\_\_\_

I have taken previous leave from Study Period \_\_\_ Year \_\_\_\_\_ to Study Period \_\_\_ Year \_\_\_\_\_

I have not previously taken leave

**Reasons for taking leave:** (please attach supporting documentation, ie medical certificate or explanation letter)

### Program Director approval (only for special circumstances as per the universities [Enrolment Policy](#))

I approve this application for leave

Program Director's name:

Program Director's signature:

Date:

### Part C: Withdrawal from program

Please only complete if you want to cease studying in the program above and do not wish to return, therefore giving up your place in the program. Note that discussing options with your Program Director is optional, not required. Ensure you consider all alternatives prior to withdrawing. For more information go to:

<http://w3.unisa.edu.au/counsellingservices/balance/withdraw.asp>

I wish to completely withdraw from the courses in which I am currently enrolled, and the above program

I have discussed my options with my Program Director  
 Yes  No

Reason for withdrawing from program:

Financial

Refund withdrawal

Transfer to another provider

Visa

Personal

Registration cancelled

Returning to home country

Employment

Other

Please provide details:

**Part D: Student Declaration**

- I understand that it is my responsibility to notify any relevant agency (eg Centrelink) of this change to my enrolment.
- I understand that if I withdraw from my program:
  - the relevant registration board will be notified of my withdrawal, upon which my student registration will be cancelled. (This does not include Occupational Therapy students).
  - if I am an Occupational Therapy student it is my responsibility to notify the Occupational Therapy Board of SA of this change to my enrolment
  - I will lose my place in the program, and I will be required to apply for re-admission if I wish to continue my studies at a later date
  - I am obliged to pay any outstanding fees to UniSA.
- I understand that if I take leave of absence and I am enrolled in a program leading to professional registration, I must maintain a current student registration while I am on leave from my program.

Student Signature:

Date:

**LODGING YOUR APPLICATION****Leave of absence**

Lodge with Campus Central and check myUniSA and your email account within 7 days to confirm processing.

**Withdrawal from Program**

Lodge with Campus Central and surrender your Student ID card. Confirmation will be sent to you via post.

**In person****City East**

Campus Central  
Level 3  
Playford Building

**City West**

Campus Central  
Level 2  
Jeffrey Smart  
Building

**Magill**

Campus Central  
Level 1  
B Block

**Mawson Lakes**

Campus Central  
Ground Floor  
C Building

**Mount Gambier**

Regional Centre  
Office  
Wireless Road  
Mount Gambier  
SA 5290

**Whyalla**

Campus Central  
Ground Floor  
Main Building  
111 Nicolson Ave  
Whyalla Norrie  
SA 5608

**By post**

University of South Australia  
Campus Central – (name of campus)  
GPO Box 2471  
Adelaide SA 5001

**By email**

City East

[campuscentral.cityeast@unisa.edu.au](mailto:campuscentral.cityeast@unisa.edu.au)

City West

[campuscentral.citywest@unisa.edu.au](mailto:campuscentral.citywest@unisa.edu.au)

Magill

[campuscentral.magill@unisa.edu.au](mailto:campuscentral.magill@unisa.edu.au)

Mawson Lakes

[campuscentral.mawsonlakes@unisa.edu.au](mailto:campuscentral.mawsonlakes@unisa.edu.au)

Whyalla

[campuscentral.whyalla@unisa.edu.au](mailto:campuscentral.whyalla@unisa.edu.au)

Mount Gambier

[campuscentral.mtgambier@unisa.edu.au](mailto:campuscentral.mtgambier@unisa.edu.au)**OFFICE USE ONLY****Campus Central****Leave of Absence only**

- Withdrawn from current courses
- Tuition fees recalculated
- LEAV/RLOA rows entered onto Program/Plan panel
- Update Expected Grad Term

**Withdrawal from Program only**

- Withdrawn from current / future courses
- Tuition fees recalculated
- Future Term Activation rows deleted/updated
- WAPP row entered onto Program/Plan panel
- Delete Expected Completion Term
- Student ID card destroyed (no other active programs)
- Copy to relevant Dean:T &L (if student under academic review)
- Registration Board & Division Manager notified (if applicable)

**All forms**

- Notify student to confirm processing
- Email copy of student correspondence to PD
- Copy to scholarship contact (if applicable)

Date received:

Date processed:

Received by:

Processed by: