

Leave of Absence from Program

(For use by International Students studying in Australia on a student visa)

This form is **not to be used** by Higher Degree by Research Students. HDR students please refer to website <https://i.unisa.edu.au/students/research-students/student-forms/>

Please note that completion of this form does not guarantee that you will be granted leave of absence.

If you wish to take leave from your program, you must:

1. Complete this form
2. Read and sign the Student Declaration at Part E
3. Meet with a Student Adviser (International) for assessment
4. Complete CoE form and obtain a study plan
5. Lodge forms (LOA, CoE and study plan) with a Student Adviser (International) for approval Please refer to the University's Enrolment policy for further information about taking leave from your program (<https://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/>)

Part A: Personal details

Student ID: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
Mr/Miss/Ms/Mrs:			First name(s):						
Family name:					Contact No:				
Date of birth:									

Program details:

Program code:			Program title:						
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Sponsorship / Registration Board:

Are you a Sponsored student?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Sponsor:					
Do you currently have a student registration with a state or national registration board?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Name and contact details of the registration board:					

Part B: Leave of Absence from Program

You are eligible for leave only if you have attempted all the assessment components of at least one course and there are compassionate or compelling reasons for taking leave (eg. illness).

I request leave of absence from ___/___/_____ and I will return for Study Period _____ in the year _____

Have you had leave from this program before?	<input type="checkbox"/> Yes, I took leave from Study Period ___ Year ___ until Study Period ___ Year ___	<input type="checkbox"/> No
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Reason for taking leave. There must be compassionate/compelling circumstances and Medical certificate or other supporting documentation **must** be attached.

Will you depart Australia during the period of leave, if approved?:	<input type="checkbox"/> No <input type="checkbox"/> Yes
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You need to obtain a new CoE and Study Plan to accompany your leave application. Complete the [CoE request form](#) .

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Part C: Student Declaration	
I understand that:	
1. If this Leave of Absence is not approved : <ul style="list-style-type: none"> • and I do not maintain my enrolment, my Confirmation of Enrolment (CoE) may be cancelled, which may affect my student visa • my CoE request will <u>not</u> be processed even if previously approved by the Program Director 	
2. If this leave of absence is approved : <ul style="list-style-type: none"> • the Department of Home Affairs (Home Affairs) will be notified that I am taking a leave of absence and this will result in cancellation of my CoE and may affect my student visa • I am required to hold a current CoE for my return to studies • if I am offshore during the leave period I may be eligible to suspend my OSHC. Please contact your OSHC provider for more information • if 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 • I am obliged to pay any outstanding fees to UniSA to ensure my CoE can be processed 	
Student signature:	Date:

Part D: Student Adviser (International) Approval – Student Engagement Unit		
CoE request form and Study Plan Completed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No (don't approve LOA without this. Provide CoE form and refer to PD)
Approval on the basis that compassionate/compelling circumstances exist:	<input type="checkbox"/> Granted	<input type="checkbox"/> NOT Granted
Approval obtained from UI Government Sponsorships:	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
UI Government Sponsorship contact name:	Date:	
Student Adviser (International) name:		
Student Adviser (International) signature:	Date:	

LODGING YOUR APPLICATION			
With Campus Central			
<u>Please lodge your Leave of Absence (LOA) application by email to:</u> InternationalSupport@unisa.edu.au			
<u>OR</u> By appointment with Student Adviser (International) to submit the forms, dependant on the advice given in the first meeting when assessment was made for Leave To make the booking please visit: Student Support Services Online Bookings			
<u>In person</u>	<u>By post</u>		
City East Campus Central Level 3 Playford Building	City West Campus Central Level 2 Jeffrey Smart Building	Magill Campus Central Level 1 B Block	University of South Australia Campus Central – (name of campus) GPO Box 2471 Adelaide SA 5001
Mawson Lakes Campus Central Ground Floor C Building	Whyalla Campus Central Ground Floor Main Building 111 Nicolson Ave Whyalla Norrie SA 5608	Mount Gambier Regional Centre Office Wireless Road Mount Gambier SA 5290	<u>By email:</u> InternationalSupport@unisa.edu.au

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OFFICE USE ONLY - Campus Central	
<input type="checkbox"/> Form fully completed	<input type="checkbox"/> Email copy of student correspondence to PD
<input type="checkbox"/> If leave is not granted, FILE ONLY (do not process)	<input type="checkbox"/> Notify student LOA & CoE forms received
<input type="checkbox"/> Withdrawn from courses	<input type="checkbox"/> Alternate email details entered
<input type="checkbox"/> Tuition fees recalculated	<input type="checkbox"/> Approved LoA & CoE form placed on student's file and/or Service Cloud
<input type="checkbox"/> Leave / RLOA rows entered onto Program / Plan Panel (and update Expected Grad term)	<input type="checkbox"/> Copy of forms (LOA & CoE) and supp docs sent to qualityand.compliance@unisa.edu.au for processing
<input type="checkbox"/> Campus Central/Student Adviser (International) to contact: international.sponsors@unisa.edu.au to gain sponsor approval prior to processing	
Date received:	Date processed:
Received by:	Processed by: