

**PERSONAL DETAILS**

Please complete using blue or black ink and write above the line.

Student number	Date of birth (dd/mm/yy)
Full name	
Program name	Program code
Campus/location	
Academic career:	<input type="checkbox"/> TAFE <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Research

Application for leave of absence (offshore programs only)

This form is for students studying in RMIT programs delivered offshore only.
You must read the information on the following page before completing this form.
Lodge the completed form with your partner institution.

CURRENT PROGRAM/S – please see the following page for offshore term information.

I wish to take leave of absence from

Program name	Program code	Plan code	Campus	Study load
_____	_____	_____	_____	<input type="checkbox"/> full-time <input type="checkbox"/> part-time
_____	_____	_____	_____	<input type="checkbox"/> full-time <input type="checkbox"/> part-time

Leave of absence effective: from _____ (dd/mm/yy) to _____ (dd/mm/yy)

Leave of absence to include terms: _____, _____, _____ and _____

 Have you previously been granted leave of absence from this program? Yes No

My reason for taking leave of absence is: (tick one box only)

<input type="checkbox"/> academic difficulties	<input type="checkbox"/> dissatisfaction with program	<input type="checkbox"/> English language difficulties
<input type="checkbox"/> program not what expected	<input type="checkbox"/> tuition fees too high	<input type="checkbox"/> family
<input type="checkbox"/> financial	<input type="checkbox"/> illness	<input type="checkbox"/> other RMIT program
<input type="checkbox"/> personal	<input type="checkbox"/> support difficulties	<input type="checkbox"/> travelling overseas
<input type="checkbox"/> visa not granted	<input type="checkbox"/> work commitments	<input type="checkbox"/> other _____

STUDENT DECLARATION

- I understand that **all** enrolments will be dropped for courses not completed at the time leave commences.
- I understand that I am responsible for my enrolment after the approved leave of absence period.
- I understand that I may remain liable for **all** fees if I do not submit this form prior to the relevant deadline. (Please contact your local institution for fee information.)
- I understand that the effective date is the date this form is received by the local administrator (as evidenced by the institution stamp).
- I have read and understood the information on the following page of this form.
- I have retained a stamped copy of this form as evidence of submission.

Student signature _____ Date (dd/mm/yy) _____

SCHOOL AUTHORISATION

- Leave of absence is granted
- Leave of absence is not granted

Signature of head of school (or nominee) _____ Date (dd/mm/yy) _____ Date stamp _____

OFFICE USE ONLY
 Has the student received a stamped copy of this form? Yes No

LEAVE OF ABSENCE

Students considering leave of absence are advised to consult with their partner institution.

Suspension of studies procedure

Detailed information regarding the RMIT *Suspension of studies procedure* may be obtained from www.rmit.edu.au/policies

General information

Leave of absence approval is at the discretion of the head of school.

Leave of absence is restricted to a maximum of one year per application, however, subsequent applications are permitted.

Requests for leave of absence that exceed a total of two academic years in a program require the approval of the relevant College Board.

Students are advised to ensure that their leave of absence request is submitted to the school allowing sufficient time for consideration by the head of school (or nominee). If a request for leave of absence is denied by the head of school (or nominee) it is the student's responsibility to ensure that their enrolment details are correct. If a student wishes to drop courses or cancel their enrolment they must do so prior to the relevant deadline to avoid financial liability.

Effective dates

The effective date of submission is the date this form is received by RMIT University as evidenced by the University stamp.

Financial liability

If students do not formally take leave of absence prior to the relevant deadline they may incur a financial penalty for their course enrolments. Students who have neither submitted nor been granted leave of absence by the deadline will remain **liable to pay for the study they have enrolled in**, even if they are no longer attending classes. There is no provision to extend the deadline for each semester.

Academic penalty

Students should consult with their partner institution regarding academic deadlines.

Enrolment

Once your leave of absence period ends, you are required to enrol for your next term of study by the relevant enrolment deadline for that semester.

Fee information

Students should contact their partner institution for all information regarding fees.

Fee refunds

Eligible students should consult their partner institution.

Form submission

A completed *Application for leave of absence* form must be submitted to your offshore campus for consideration. This form will be forwarded to the authorising school at RMIT.

Students must retain a signed copy of this form as evidence of submission. Students will incur an academic penalty and may be financially liable for fees if an *Application for leave of absence* form is submitted after the relevant deadline. A request for leave of absence must be approved by the head of school (or nominee).

Offshore Academic Term Codes

1020	Term 1 2010	1120	Term 1 2011
1030	Term 2 2010	1130	Term 2 2011
1060	Term 3 2010	1160	Term 3 2011
1070	Term 4 2010	1170	Term 4 2011