

**Students considering leave of absence are required to contact their school and consult with their program coordinator (or nominee).**

Most students (excluding research students, foundation studies students and students at partners outside Australia) can apply for leave of absence via Enrolment Online instead of submitting a hard copy application. Go to [www1.rmit.edu.au/students/enrolment/loa](http://www1.rmit.edu.au/students/enrolment/loa).

**This form should only be used by students who are unable to use the online application.**

## General information

Leave of absence approval is at the discretion of the dean/head of school (or nominee) and 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 years in a program require the approval of the relevant college board.

Higher Degree by Research students are normally permitted up to twelve months leave of absence in total. Requests for leave of absence that exceed twelve months or are requested prior to confirmation of candidature, require the approval of the Graduate Research Committee.

Students are advised to ensure that their leave of absence request is submitted to the school allowing sufficient time for consideration by the dean/head of school (or nominee). If a request for leave of absence is denied by the dean/head of school (or nominee) a student may choose to drop courses or cancel their enrolment. Should a student choose to drop courses or cancel their enrolment they must do so prior to the relevant census dates to avoid financial liability.

An application submitted by a student who is not enrolled for the current academic year and whose enrolment has been discontinued, in line with the late enrolment process, will be deemed an application for late enrolment and the student will incur a late enrolment fee (higher education only).

For information about the late enrolment process and fees go to [www.rmit.edu.au/students/enrolment/late](http://www.rmit.edu.au/students/enrolment/late).

Students will receive written confirmation when their application for leave of absence has been processed.

While on leave students must ensure they maintain up-to-date contact details via myRMIT at [www.rmit.edu.au/myrmit](http://www.rmit.edu.au/myrmit).

## Enrolment

At the end of the leave of absence period students are required to enrol for the next term of study by the relevant enrolment deadline for that semester. Prior to the commencement of the enrolment period, students will receive a written reminder of the requirement to enrol by the published enrolment deadline if they wish to continue their studies.

## Effective dates

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

## Financial liability

If students do not formally take a leave of absence prior to the relevant census date they will incur a financial penalty for their student services and amenities fee (SSAF) and for their course enrolments. Students who have not officially withdrawn by the census date will remain liable for their SSAF and for the studies they have enrolled in, even if they are no longer attending classes. There is no provision to extend the census date deadline. Census dates are published annually in the RMIT academic calendar.

Go to [www.rmit.edu.au/students/importantdates](http://www.rmit.edu.au/students/importantdates).

## Academic penalty

The dates for taking leave of absence without academic penalty are also published annually in the RMIT academic calendar and may differ from census dates. Go to [www.rmit.edu.au/students/importantdates](http://www.rmit.edu.au/students/importantdates).

## HECS-HELP, FEE-HELP, VET FEE-HELP, OS-HELP and SA-HELP information

Students who have elected to defer payment of their fees through HECS-HELP, FEE-HELP, VET FEE-HELP, OS-HELP and SA-HELP will remain liable for outstanding fees if they submit a request for leave of absence after the relevant census date or if this request is denied.

Go to [www.rmit.edu.au/students/importantdates](http://www.rmit.edu.au/students/importantdates).

## Fee refunds

Eligible students may obtain an Application for refund of fees form from [www.rmit.edu.au/students/forms](http://www.rmit.edu.au/students/forms). If they are entitled to a reversal of materials fees they are required to contact their school.

## International students

Taking a leave of absence will affect a student's visa. Students must contact the Department of Immigration and Border Protection (DIBP) for visa information before submitting this application form. Contact DIBP by telephone on 131 881 or through their website at [www.border.gov.au](http://www.border.gov.au).

International students will only be granted a leave of absence by RMIT University in compassionate or compelling circumstances (e.g. illness evidenced by a medical certificate). See [www.rmit.edu.au/international/visa/conditions](http://www.rmit.edu.au/international/visa/conditions).

International students must first have their leave of absence application approved by the Global Quality Regulation and Compliance Group and then by the relevant school. Students must supply relevant documentation to support their application.

Contact Global Quality Regulation and Compliance Group at:

Info Corner  
Building 22, Level 1  
330 Swanston Street  
Melbourne

Telephone +61 3 9925 5566

Email: [isvisa@rmit.edu.au](mailto:isvisa@rmit.edu.au).

## Sponsored and scholarship students

Sponsored students or students in receipt of a scholarship must contact their sponsor or scholarship provider about their intention to apply for leave of absence.

## Enrolments procedure

Detailed information regarding the RMIT enrolment procedure may be obtained at [www.rmit.edu.au/policies](http://www.rmit.edu.au/policies).

## Form submission

A completed Application for leave of absence form must be submitted to the authorising school for consideration. For school contact details go to [www.rmit.edu.au/schools](http://www.rmit.edu.au/schools). Students must retain a signed copy of this application form as evidence of submission.

## Further information

Students considering leave of absence are advised to contact their school and consult with their program coordinator (or nominee).



## Student information

Student number \_\_\_\_\_ Date of birth (DD/MM/YYYY) \_\_\_\_\_

Family name/surname \_\_\_\_\_ Given name/s \_\_\_\_\_

School name \_\_\_\_\_ Student contact number \_\_\_\_\_

Academic career  Preparatory  Vocational education  Undergraduate  Postgraduate  Research

**You must read the information on page 1 before completing this application form.**

### Section 1: Current program/s

I request leave of absence for: (specify semester/s) Semester \_\_\_\_\_ Year \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Please list all program/s from which you wish to take leave of absence. **Note:** you will remain active in any programs not listed below.

Program name	Program code	Campus
_____	_____	_____
_____	_____	_____

Have you previously been granted leave of absence from this program?

Yes  No

Please note that students will be financially liable for fees if the *Application for leave of absence* form is received after the relevant census date. Students incur an academic penalty if the form is received after the relevant closing date. Go to [www.rmit.edu.au/students/importantdates](http://www.rmit.edu.au/students/importantdates).

### Higher Degree by Research students

I request leave of absence From (dd/mm/yy) \_\_\_\_\_ To (dd/mm/yy) \_\_\_\_\_

- Are you an international student?  Yes  No If yes, you must receive approval from both the Global Quality Regulation and Compliance Group and your school.
- Are you a sponsored student?  Yes  No If yes, you must attach written documentation of your approval.
- Are you in receipt of a scholarship?  Yes  No If yes, you must contact your scholarship provider.

My reason for applying to take leave of absence is: (tick one box only)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> academic difficulties              | <input type="checkbox"/> financial hardship                 | <input type="checkbox"/> travelling overseas/interstate |
| <input type="checkbox"/> course/s unavailable this semester | <input type="checkbox"/> work commitments                   | <input type="checkbox"/> medical                        |
| <input type="checkbox"/> dissatisfaction with program       | <input type="checkbox"/> visa not granted                   | <input type="checkbox"/> personal                       |
| <input type="checkbox"/> support difficulties               | <input type="checkbox"/> offered other RMIT program         | <input type="checkbox"/> national service               |
| <input type="checkbox"/> English language difficulties      | <input type="checkbox"/> family commitments                 | <input type="checkbox"/> other                          |
| <input type="checkbox"/> tuition fees too high              | <input type="checkbox"/> cross institutional outbound study | _____   |

## Section 2: Student declaration

I understand the following in applying for leave of absence:

1. My courses will be dropped as of the date I submit my application, only in the relevant semester/s I am taking leave (where I am applying for leave in the current semester).
2. After my leave ends, I am responsible for enrolling for the next semester/term by the relevant enrolment deadline.
3. I am responsible for keeping my contact details updated during my leave.
4. If the total period of leave I am requesting exceeds two years (four semesters) in a program, the approval of the relevant college board is required.
5. If I apply for leave after the relevant census date, I will remain liable for **all** fees. Academic penalties may apply (higher education only).
6. If I apply for leave after my enrolment has been discontinued due to failure to enrol by the relevant enrolment deadline, I will be liable for a late enrolment fee (higher education only).
7. I may be required to provide additional documentation to support my application, e.g. medical certificate.
8. RMIT may contact the issuer of any relevant certificates for validation purposes.
9. The effective date is the date this form is received by RMIT University (as evidenced by the University stamp).
10. I must retain a stamped copy of this declaration form as evidence of my submission.

I accept these terms and wish to apply for leave of absence from the selected program.

Student signature \_\_\_\_\_ Date (dd/mm/yyyy) \_\_\_\_\_

## Section 3: University approval (Global Quality Regulation and Compliance Group use only)

### International students

International students must:

1. attach evidence of their reasons for taking leave of absence (e.g. medical certificates)
2. have this application form authorised by Global Quality Regulation and Compliance Group before submitting to their school.

**Global Quality Regulation and Compliance Group** (to be authorised by Global Quality Regulation and Compliance Group staff).

Not holding a student visa, GQRCG approval not required

Leave of absence is granted (subject to school approval)  Leave of absence is not granted

Staff ID \_\_\_\_\_ Staff name \_\_\_\_\_ Signature \_\_\_\_\_ Date (dd/mm/yy) \_\_\_\_\_

## Section 4: School authorisation

Leave of absence is granted  Leave of absence is not granted

Signature of dean/head of school (or nominee) \_\_\_\_\_ Print name \_\_\_\_\_ Date (dd/mm/yy) \_\_\_\_\_

Signature of senior supervisor (higher degree by research students only) \_\_\_\_\_ Print name \_\_\_\_\_ Date (dd/mm/yy) \_\_\_\_\_

### Remove material fees (school use only)

Materials fees code	Amount	Materials fees code	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has the student received a stamped copy of this application form?  Yes  No

## Section 5: RMIT Connect

Office use only  
RMIT Connect date stamp