Application for leave of absence (Vietnam programs only)

Please complete using blue or black ink.

PERSONAL DETAILS

Student number  Date of birth (dd/mm/yy)

Family name  Given names/s

Program name  Program code

Academic career  Undergraduate  Postgraduate

This form is for students studying in RMIT programs delivered at RMIT University Vietnam. You must read the information on page 2 before completing this form. Lodge the completed form at Student Services at your local campus.

Current program – please see page 2 for Vietnam semester information

I wish to take leave of absence from

Program name

Program code  Plan code

Leave of absence to include:  Semester  Year  Semester  Year  Semester  Year

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)

- academic difficulties
- program not what expected
- financial
- personal
- visa not granted
- dissatisfaction with program
- tuition fees too high
- illness
- support difficulties
- work commitments
- English language difficulties
- family
- other RMIT program
- travelling overseas

Student declaration

1. I understand that only semester/s for which leave is approved will have courses dropped.
2. I understand that I am responsible for my enrolment after the approved leave of absence period.
3. I understand that I will remain liable for all fees if I do not submit this form prior to the relevant census date (see page 2).
4. I understand that the effective date is the date this form is received by RMIT University Vietnam.
5. I have read and understood the information on page 2 of this form.
6. I have retained a stamped copy of this form as evidence of submission.

Student signature  Date (dd/mm/yyyy)

School authorisation

☐ Leave of absence is granted
☐ Leave of absence is not granted

Signature of head of school (or nominee)  Date (dd/mm/yyyy)

Office use only

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

Date of receipt at RMIT University Vietnam

Date stamp
Leave of absence

Students considering taking leave of absence are advised to attend Student Services for prior consultation.

General information

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

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 RMIT University Vietnam 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.

If a student wishes to return early from their leave of absence they are advised to consult with Student Services.

Suspension of studies procedure

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

Effective dates

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

Financial liability

If students do not formally apply for leave of absence prior to the relevant deadline they will incur a financial penalty for their course enrolments. Students who have neither submitted an application for, 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

The dates for taking leave of absence without academic penalty are published annually in the academic calendar and may differ from census dates. Go to the academic calendar at www.rmit.edu.vn/282_ENG_HTML.htm.

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 and refunds

For information please see the Schedule of Fees and Charges under Current students Tuition fees at www.rmit.edu.vn/2095_ENG_HTML.htm

Form submission

A completed Application for leave of absence form must be submitted to Student Services on your campus.

Students must retain a stamped copy of this form as evidence of submission.

RMIT Vietnam
Hanoi campus
Handi Resco Building
521 Kim Ma Street
Ba Dinh District, Hanoi Vietnam

RMIT Vietnam
Saigon South campus
702 Nguyen Van Linh Blvd
Tan Phong Ward, District 7, Vietnam

Vietnam academic semester codes

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