

# LEAVE OF ABSENCE APPLICATION (HIGHER EDUCATION) – A53

OFFSHORE STUDENTS TO SUBMIT THIS FORM AT THEIR SITE OF STUDY



Please write in BLOCK LETTERS

STUDENT ID NUMBER

<b>YOUR NAME &amp; COURSE DETAILS</b>					
FAMILY NAME		CAMPUS		INTERNATIONAL ONSHORE STUDENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO
FIRST NAME		SEMESTER		STUDY YEAR	2 0
OTHER NAMES		LEVEL		COURSE CODE	

**YOUR MAILING ADDRESS**

WILL YOUR ADDRESS CHANGE DURING YOUR PERIOD OF LEAVE OF ABSENCE? IF YES, PLEASE ALSO SUBMIT A PERSONAL DETAILS AMENDMENT FORM

<b>DETAILS OF YOUR APPLICATION</b>		
<p>I AM APPLYING FOR (TICK APPLICABLE BOX)</p> <p>PLEASE INDICATE PERIOD OF LEAVE OF ABSENCE</p> <p>LEAVE TO COMMENCE:</p> <p><input type="checkbox"/> SEMESTER 1, 20____</p> <p><input type="checkbox"/> SEMESTER 2, 20____</p> <p><input type="checkbox"/> RESEARCH STUDENT – DATE / /20</p> <p>I INTEND TO RETURN TO STUDY FOR:</p> <p><input type="checkbox"/> SEMESTER 1, 20____</p> <p><input type="checkbox"/> SEMESTER 2, 20____</p> <p><input type="checkbox"/> RESEARCH STUDENT – DATE / /20</p>	<p>Leave of Absence may only be granted if you have completed at least one semester of your course and must be approved by the Faculty Officer controlling your course.</p> <p><u>INTERNATIONAL ONSHORE STUDENTS</u> - In line with Visa requirements, Leave of Absence may only be approved on grounds of medical illness or exceptional compassionate circumstances and only for one semester. You cannot remain in Australia whilst on Leave of Absence, please refer to the information for International onshore students. Supporting documentation must be submitted with this application.</p> <p>Please ensure your application is approved by the Faculty Officer controlling your course AND VUI.</p> <p><u>RESEARCH STUDENTS</u> - You must nominate the specific dates of the period of leave required.</p> <p>Please ensure your application is approved by your Principle Supervisor and the Faculty Research Officer.</p> <p>Copies are to be supplied to your Department, Faculty Research Officer and the Scholarships Co-ordinator.</p>	
	REASON(S) FOR REQUEST	

I have read the instructions and the Privacy Notice on the reverse of this form. I am aware that the approval of this application means that I cease to be a student for the period specified and am therefore not entitled to any benefits available to students. My student ID card (or a Statutory Declaration – if card is lost) is attached to this application form.

Student's Signature: ..... Date: .....

COMPLETED AND FACULTY APPROVED FORM (TOGETHER WITH ATTACHMENTS) TO BE SUBMITTED AT EITHER STUDENT CONTACT CENTRE, A STUDENT SERVICE CENTRE ON YOUR CAMPUS OR POSTED TO THE MAILING ADDRESS

<b>APPROVAL OF AUTHORISED OFFICER/S - Do you approve the above application?</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No (State the recommended status & period of leave) Status: <table border="1"> <tr> <td>L</td> <td>O</td> <td>A</td> </tr> </table> LOA – Leave of Absence		L	O	A	FACULTY APPROVAL (MUST be signed except for Research Students) Officer's Signature: ..... Officer's Name: ..... Officer's Position Title: ..... Phone Extension: ..... Date: .....	
L	O	A				
Period of leave <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> Date for Research Student - / /20		VUI BRANCH APPROVAL (required for International onshore students) Officer's Signature: ..... Officer's Name: ..... Officer's Position Title: ..... Phone Extension: ..... Date: .....				
Student to return to study for: <input type="checkbox"/> Semester 1, 20____ <input type="checkbox"/> Semester 2, 20____ <input type="checkbox"/> Date for Research Student - / /20		RESEARCH STUDENTS (Doctoral or Masters by Research students) Supervisor's Signature: ..... Phone Extension: ..... Date: ..... Faculty Research Officer's Signature: ..... Phone Extension: ..... Date: .....				
Comments: ..... ..... .....						
OFFICE USE ONLY	PROCESSED BY: _____ DATE: _____	REFUND DUE <input type="checkbox"/> Y/N	IF YES, SCREEN DUMP & SEND TO EFS FOR PROCESSING			
			DATE SENT: / /			

**THIS FORM MUST BE APPROVED BY YOUR FACULTY.**

<p><b>FACULTY OF BUSINESS AND LAW</b></p> <p><b>ALL CAMPUSES</b>                  PO Box 14428                  Melbourne City 8001                  Footscray Park Fax: 9919 5417                  City Fax: 9919 1064                  Werribee Fax: 9919 8117                  Sunbury Fax: 9919 3217                  Ph: 9919 4471                  Email: buslawcourses@vu.edu.au</p>	<p><b>FACULTY OF HEALTH ENGINEERING &amp; SCIENCE</b></p> <p>PO Box 14428                  Melbourne City 8001                  Footscray Park Fax: 9919 4803                  St Albans Fax: 9919 2643                  Werribee Fax: 9919 8101                  Ph: 9919 4516                  Email: hes@vu.edu.au</p>	<p><b>FACULTY OF ARTS, EDUCATION AND HUMAN DEVELOPMENT</b></p> <p><b>ALL CAMPUSES</b>                  PO Box 14428                  Melbourne City 8001                  Fax: 9919 2242                  Ph: 9919 2232                  Email: artscourses@vu.edu.au</p>
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<p><b>STUDENT CONTACT CENTRE</b></p> <p><b>FAQs &amp; Email</b>    www.vu.edu.au/askvu  <b>Telephone</b>        + 61 3 9919 6100  <b>Fax</b>                    + 61 3 9919 4429  <b>Web</b>                    www.vu.edu.au/students</p>	<p><b>STUDENT SERVICE CENTRES</b></p> <ul style="list-style-type: none"> <li>• City Flinders</li> <li>• City King</li> <li>• Footscray Nicholson</li> <li>• Footscray Park</li> <li>• Melton</li> <li>• Newport</li> <li>• St Albans</li> <li>• Sunbury</li> <li>• Sunshine</li> <li>• Werribee</li> </ul>
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**INFORMATION ABOUT LEAVE OF ABSENCE APPLICATION (HIGHER EDUCATION)**

This form is used to apply for request for leave from study

**APPLICATION RESTRICTIONS**

- Leave of Absence Applications must be made in writing on this form
- The last day for lodgement of Leave of Absence Applications is Friday of week 3 in each semester.

**INTERNATIONAL ONSHORE STUDENTS**

- May only apply for Leave of Absence on medical grounds, or for exceptional compassionate circumstances
- Leave of Absence is only available for one semester.
- You are required to leave Australia within 28 days after the Leave of Absence has been approved and remain offshore for the duration of the approved leave.
- An application by International onshore students must be authorised by the Faculty Officer responsible for your course and by the VUI.

**RESEARCH STUDENTS**

- Must nominate the start and end dates for periods of Leave of Absence .
- The application is to be authorised by your Principle Supervisor and the Faculty Research Officer.

**ID CARDS**

Your current Student Identification Card must be attached to this form as you cease to be a student, even when taking Leave of Absence for one semester. Students taking Leave of Absence should obtain a new ID card from a Student Service Centre when returning to study. A Statutory Declaration is to accompany this form if your current ID card has been lost or stolen.

**REFUND OF FEES (ONSHORE STUDENTS ONLY)**

If you are eligible for a refund, please allow 4-6 weeks for processing. Your refund cheque will be sent to your mailing address.

International Onshore Students should refer to the University Refund Policy, available from VUI and the completed Refund Application form is to be submitted to the VUI.

TYPE OF FEE	BEFORE SEMESTER 1 CENSUS DATE (31 March)	AFTER SEMESTER 1 CENSUS DATE (31 March) BUT BEFORE SEMESTER 2 CENSUS DATE (31 August)	AFTER SEMESTER 2 CENSUS DATE (31 August)
STUDENT CONTRIBUTION/ HELP – UPFRONT PAYMENT	FULL REFUND FOR APPLICABLE SEMESTER/S	No refund for Semester 1, but full refund of Semester 2 component	No refund applicable
STUDENT CONTRIBUTION/ HELP – DEFERRED LIABILITY	REDUCTION OF LIABILITY FOR APPLICABLE SEMESTER/S	No reduction of liability for Semester 1, but full reduction of liability for Semester 2	No reduction of liability applicable
NON-AWARD TUITION FEES	FULL REFUND FOR APPLICABLE SEMESTER/S	No refund for Semester 1, but full refund of Semester 2 component	No refund applicable
FULL FEE TUITION FEES	FULL REFUND FOR APPLICABLE SEMESTER/S	No refund for Semester 1, but full refund of Semester 2 component	No refund applicable

CRICOS Provider No: 00124k

**Privacy Notice**

Victoria University's Student Services Department (SSD) is committed to protecting and maintaining the privacy, accuracy and security of your personal and health information and complies with the University's published privacy policies, commitments, guidelines and procedures which conform to and support all privacy obligations that bind the University. SSD collects personal (including sensitive) and health information, such as academic, fee and other personal details, in accordance with Victoria University's privacy commitments, guidelines and procedures for purposes relevant to your enrolment and the administration of your course (including assessment and processing of your application, administering enrolment details and assisting with statistical and market research and planning) and to provide you with information about other courses, products and services available at Victoria University. Personal information, including some sensitive and health information, is requested for government and statistical reporting. If any law requires particular information to be collected, SSD will inform you at the time the collection is to happen. If you do not provide SSD with the information SSD collects when you are asked, Victoria University will be unable to fulfil some or all enrolment-related and government reporting or statistical requirements, or to maintain your complete academic record. Victoria University will usually disclose information SSD collects about you to regulatory bodies, government and law enforcement agencies (such as the Australian Tax Office, Department of Education, Science and Training and Office of Training and Tertiary Education). In prescribed circumstances, health information is disclosed to prescribed health practitioners and/or prescribed emergency-related bodies. You should contact us if your details change, or if you believe the information we have about you is not accurate. You may seek access to personal and health information SSD holds about you by contacting SSD, and you will be advised at the time of your request for access of any applicable fee. Formal access applications under the Freedom of Information (FOI) Act can be made to the University's FOI Coordinator, Governance and Policy Branch, PO Box 14428, MELBOURNE VIC 8001, or foi@vu.edu.au. Information regarding Victoria University's Privacy Policy can be obtained from the University's Privacy Officer who can be contacted at the same address. Full details of Victoria University's Privacy Policies can be viewed on the internet at www.vu.edu.au.