

LEAVE OF ABSENCE (RESEARCH)

THIS FORM IS FOR DOMESTIC AND INTERNATIONAL ONSHORE RESEARCH CANDIDATES ONLY.

Please read the information and instructions below carefully before you complete the details. The completed application must be submitted via the email option in [ASKVU](mailto:askvu.vu.edu.au) (askvu.vu.edu.au). From the dropdown menu, please select Enrolments > Leave of Absence. All applications must be accompanied by relevant official evidence to support your claim on the grounds of compassionate and compelling circumstances.

LEAVE OF ABSENCE RESTRICTIONS

- Leave of absence may only be granted if you have accepted or confirmed your course (ie. currently enrolled) and completed confirmation of candidature.
- Applications must be made in writing on this form.

Until the leave of absence is approved, candidates must maintain their enrolment and pay all fees by the due dates.

Your enrolment will lapse if you go on an unauthorised leave of absence. International candidates who go on an unauthorised leave of absence will be in breach of their student visa and will have their visa cancelled due to inactivity and CoE terminated.

INTERNATIONAL ONSHORE CANDIDATES

- A leave of absence may only be approved on grounds of compassionate or compelling circumstances, in accordance with ESOS requirements. You must seek advice from International Student Support before applying for leave of absence.
- You must submit official and relevant documentary evidence to support your application. For detailed information, please see vu.edu.au/leave-of-absence.
- Your application must be approved by the Enrolments team.

ACCEPTABLE REASONS AND EVIDENCE MAY INCLUDE, BUT ARE NOT LIMITED TO:	EVIDENCE REQUIRED
Serious illness or injury	Detailed medical certificate outlining severity of illness and plan for recovery
Death of a close family member (parent, sibling, spouse or child)	Death Certificate
Involvement in a traumatic experience such as being a victim of, or witnessing, a serious crime or critical incident	Police report
Political upheaval or natural disaster in home country requiring emergency travel	Notification from the Department of Foreign Affairs, or other official evidence and airline ticket
Unavailability of pre-requisite units due to unusual course structure or provider default	College email confirming unusual course structure or provider default
Military service in home country	Official notice from the home government department managing conscription
An academic progress decision resulting in an intervention strategy	Academic action plan and recommendation from a Student Advisor).

The supporting documentation for compassionate or compelling circumstances must be from an independent authority or source, and clearly indicate: what the compassionate/compelling circumstances were, and when they occurred, and how long they lasted (or are expected to), and the level of impact the circumstances have had (or are likely to have) on your studies.

RESEARCH CANDIDATES

- You must nominate the start and end dates for periods of absence (rather than indicate the relevant semesters you wish to be on leave).
- You must have the application authorised by your Principal Supervisor and the VU Research Office.

REFUND OF FEES (ONSHORE CANDIDATES ONLY)

If you are eligible for a refund, please allow 4–6 weeks for processing. Your refund cheque will be sent to your preferred mailing address. Please ensure your contact details are correct or update your address online through [MyVU](http://myvu.vu.edu.au) (myvu.vu.edu.au).

INTERNATIONAL ONSHORE CANDIDATES should refer to the University refund policy which is available from Victoria University International (VUI). You must submit your completed refund application form to VUI. Please visit [ASKVU](mailto:askvu.vu.edu.au) (askvu.vu.edu.au) for more details about refunds.

Please write in **BLOCK LETTERS** using a black or blue pen.

The Enrolments team have final approval of your application.

PERSONAL DETAILS

STUDENT ID:	GIVEN NAME:	
FAMILY NAME:	DATE OF BIRTH:	
COURSE NAME:	COURSE CODE:	
CAMPUS:	STUDY LEVEL:	STUDY YEAR:

PLEASE NOTE: If your address will change during your leave of absence period, please ensure that you update your details online using MyVU.

ARE YOU AN INTERNATIONAL STUDENT? YES NO

ARE YOU THE RECEIPIENT OF A SCHOLARSHIP/STIPEND? YES NO

If YES, your stipend will be ceased during this period.

PLEASE PROVIDE THE DURATION OF YOUR LEAVE OF ABSENCE.

COMMENCING STUDY PERIOD: _____ RETURNING STUDY PERIOD: _____

RESEARCH CANDIDATES ONLY

I am applying for leave from (dd/mm/yyyy): _____ to _____

REASON(S) FOR REQUEST: _____ RETURNING STUDY PERIOD: _____

I have read the instructions and the Privacy information below. 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.

STUDENT SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY	RESEARCH SUPERVISOR APPROVAL	
	SUPERVISOR'S NAME:	PHONE:
	SUPERVISOR'S SIGNATURE:	DATE:
	RESEARCH FUNDING AND SCHOLARSHIP TEAM	
	<input type="checkbox"/> P&C NOTIFIED	
	ORTQI OFFICER'S NAME:	PHONE:
	ORTQI'S OFFICER'S SIGNATURE:	DATE:
	INTERNATIONAL ENROLMENTS APPROVAL	
	APPROVING OFFICER'S NAME:	PHONE:
	APPROVING OFFICER'S SIGNATURE:	DATE:
	STUDENT ADMIN PROCESSING	
	RECEIVED BY (WHERE):	DATE:
	PROCESSED BY:	DATE:
COMMENTS:		
SIGNATURE:	DATE:	

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (**ESOS Act**), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (**National Code**) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION:

We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy

If you have any questions, you can access [ASKVU](#), speak to us via live chat or call us on **+61 3 9919 6100**.

Our VUHQs are located at the following campuses:

City King	St Albans	Footscray Park	Sunshine
City Flinders	Werribee	Footscray Nicholson	