

A52 – 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 \(askvu.vu.edu.au\)](mailto:askvu@vu.edu.au). From the drop-down 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

- A leave of absence may only be granted if you have accepted or confirmed your course (i.e. currently enrolled) and completed confirmation of candidature.
- Applications must be 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 Confirmation of Enrolment (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
Serious illness or injury (diagnosed).	Detailed medical certificate outlining severity of illness, expected duration, plan for recovery and impact on studies, or other official supporting documents, such as a letter or report from a psychologist or a counsellor
Death of a close family member (parent, sibling, spouse or child).	Death certificate.
Involvement in a traumatic experience (being the victim of a crime or the witness of a serious incident).	Police report.
Political upheaval or natural disaster in one's 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, when they occurred, how long they lasted (or are expected to last), 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 four to six 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 \(myvu.edu.au\)](http://myvu.vu.edu.au).

International onshore candidates

Students should refer to the University refund policy available from Victoria University International (VUI) and submit a completed refund application form to submit a complete refund application to [EAAMS \(eaams.vu.edu.au\)](mailto:eaams.vu.edu.au).

Send an email to vui.refunds@vu.edu.au for information about your refund. Please visit [ASKVU \(askvu.vu.edu.au\)](http://askvu.vu.edu.au) for more details about refunds.

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

1. PERSONAL DETAILS

Student ID Family name

Given names Date of birth

Are you an international student? Yes No

Are you the recipient of a scholarship/stipend? Yes (If YES, your stipend will be ceased during this period) No

Please note: If your address changes during your leave of absence period, please ensure that you update your details online using MyVU.

2. COURSE DETAILS

What VU course are you currently enrolled in?

Course title Course code

Campus Study year Study level

3. LEAVE OF ABSENCE

Please provide the duration of your leave of absence:

Commencing study period Returning study period

Research candidates only

Please provide the start and end dates of your leave (dd/mm/yyyy):

Start date End date

Please outline your reason for your leave of absence request:

4. STUDENT DECLARATION

- I declare the above information provided by me is true and completed in full.
- I have obtained College recommendation and have attached all supporting documentation.
- I have read the Privacy Policy and I agree to abide by the regulations and policies of VU.

Signature

Date

OFFICE USE ONLY**Research supervisor approval (supervisor to complete)**Name Phone

Signature

Date

Research Funding and Scholarship team (QRTQI officer to complete) P&C notifiedName Phone

Signature

Date

International Enrolments approval (approving officer to complete)Name Phone

Signature

Date

Student admin processingReceived by (where) Date Name 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 departments of education 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.

CONTACT US

If you have any questions, you can access **ASKVU** (askvu.vu.edu.au), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ◆ City Campus
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee