A53 – LEAVE OF ABSENCE (INTERNATIONAL)

VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

This form is for onshore international students in Melbourne, Sydney and Brisbane (excluding postgraduate research) who need a Leave of Absence from study.

If you are a research student, please complete the A52 Leave of Absence (Research) form instead.

An LOA request may only be submitted on or prior to the census date for the relevant study period/s.

Visa Requirements:
As per Visa Condition 8202 of the Subclass 500 Student Visa, International students must maintain enrolment and satisfactory attendance for each study period in their course as required by their education provider (VU)

As per Part F (34), a., of Victoria University's Enrolment Procedure, onshore international students may only vary their enrolment in line with the requirements of their visa and relevant legislation and must ensure that across study periods within a calendar year they are enrolled in a full-time study load, unless they have obtained written permission from Student Administration on the basis of acceptable leave of absence (for example: on the basis of Compassionate or Compelling Circumstances).

International students who go on an unauthorised leave of absence will breach their student visa conditions, will be cancelled due to inactivity and will have their Confirmation of Enrolment (CoE) terminated.

How to complete and submit this form:

1. Complete **Sections 1 to 3 (Option A or B)** and **Section 4**.
2. **If you complete Section 3 Option A** - submit your application form and all supporting documentation to the Course and Unit Advisor (CUA) at your College through ASKVU.
3. **If you complete Section 3 Option B** - submit your application form and all supporting documentation to Enrolments through ASKVU.
4. The CUA will complete Section 5 and create a study plan.
5. The University will send you a copy of the completed form and Study Plan
6. You will receive an outcome via email.

Please allow 10 working days from the date the application is submitted to the Enrolments Team for your request to be processed. The Enrolments Team will contact you via email if further information is required.

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 a sponsored student? ☐ Yes (please provide the name of your sponsor below) ☐ No

Sponsor name

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

Course title | Course code

3A. REASON AND SUPPORTING DOCUMENTATION OPTION A

If you are applying due to reasons 1-3, please select reason/s for LOA and add supporting documents as required, then **proceed to Section 4.**

The CUA will provide a Study Plan and request the necessary study periods for LOA. Submit your application through ASKVU.

- [ ] 1. Applying solely due to course-related circumstances outside your control (e.g. unit availability/prerequisites, no supporting documentation required, your CUA will provide a Study Plan and confirm course structure).
- [ ] 2. Change of thesis topic or thesis extension (attach a signed supporting letter from your Course Chair)
- [ ] 3. Academic Progress decision resulting in an intervention strategy (attach Academic action plan and recommendation from a Student Advisor).

3B. REASON AND SUPPORTING DOCUMENTATION OPTION B

If you are applying due to reasons 4-10, please select reason/s for LOA and add supporting documents as required.

All reasons require a signed personal statement outlining the reason for LOA in addition to further supporting documentation as listed below.

Then list the study period/s you wish to apply for an LOA, and complete Section 4. Submit your application through ASKVU.

- [ ] 4. Serious illness or injury (attach medical certificate or other relevant medical documents).
- [ ] 5. Bereavement of a family member or another traumatic experience (attach supporting evidence such as a death certificate, letter from counsellor, police report etc.).
- [ ] 6. Political upheaval or natural disaster in one's home country required emergency travel (Notification from Home Affairs, or other official evidence, airline ticket).
- [ ] 7. Military service in home country (attach official notice from the home government department managing conscription).
- [ ] 8. Time off study due to pregnancy and childbirth (attach medical certificate or other relevant medical documents including expected due date - approximately eight weeks may be granted).
- [ ] 9. Medical condition related to pregnancy and childbirth that impacts ability to study. (attach medical certificate or other relevant medical documents).
- [ ] 10. Other (please specify and provide supporting documents)

If you are not enrolled in any of the following four (4) or eight (8) week blocks/study periods, you will require an LOA:
Four week blocks: H1B1 (Semester 1 Block 1), H1B2, H1B3, H1B4, H2B1, H2B2, H2B3, H2B4.
Eight week blocks: H8W1 (8 Week Block 1), H8W2, H8W3, H8W4, H8W5

Study period	Year

Study period	Year

4. STUDENT DECLARATION

Please check all boxes.

- ☐ The information I have provided in the LOA application and all attached supporting documents are true and correct.
- ☐ I have read and understand the information required in the LOA application and Privacy Statement, and agree to abide by VU Policy.
- ☐ I have attached all supporting documents as required in **Section 3 (a or b)** of the LOA application.
- ☐ I understand that if my LOA application is approved I will be supplied with a Study Plan and I am responsible for completing the required units as per the Study Plan. Any deviation from this requires Course Coordinator consultation. I understand that the Study Plan and expected completion date are indicative only and subject to change.
- ☐ I understand that taking a Leave of Absence may impact my CoE and I will be issued a new CoE if deemed necessary for my course completion.
- ☐ I understand that taking a Leave of Absence may have implications on my student visa and I should contact the Department of Home Affairs on 131 881 for further information.

Signature **Date**

5. CUA REVIEW AND STUDY PERIODS (CUA TO COMPLETE)

If the student selected course related reasons 1-3, please list the study periods required for LOA below.
Leave this section blank if student selected reasons 4-10.

Study period	Year

Study period	Year

CUA Specialist Group (select from drop-down list) Arts, IT, Business & Law

Comments

Will the duration of the course be impacted? ☐ Yes ☐ No

If Yes, new final study period

Study Plan included? ☐ Yes ☐ No

Signature **Date**

OFFICE USE ONLY

College recommendation (College staff to complete)

Name

Title

Comments

Will the duration of the course be impacted? ☐ Yes ☐ No Student expected course end date

Study plan provided? ☐ Yes ☐ No

Signature **Date**

Enrolments approval (approving officer to complete)

Is the application approved? ☐ Yes ☐ No

Reason

Name Phone

Signature **Date**

Student admin processing

Received 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.