



Application for Leave of Absence - Domestic

PERSONAL DETAILS

Student Number:	First Name:	Last Name:
Date of Birth:	Telephone:	Email:
Course Code:	Course Name:	Major:

INSTRUCTIONS

This form is for domestic student who intend to take a Leave of Absence form their study.

- Please read the course rules & closing dates
<http://www.uow.edu.au/handbook/generalcourserules/UOW028640.html> (Section 6.32 - Leave of Absence) before completing this form.
- Students become eligible to apply for Leave of Absence at the beginning of the second session of enrolment.
- Honours, Postgraduate, and Graduate School of Medicine students must seek approval from the relative Sub Dean/Dean or Supervisor before submitting the application (please refer to the faculty for the relevant signing authority), and may be required to attach supporting documentation.
- Undergraduate applicants seeking Leave of Absence exceeding one year (total) are required to attach supporting documentation and must seek approval from the relative Sub Dean/Dean or Supervisor before submitting the application.
- After the approved period of Leave of Absence is complete students must re-enrol in the following session.
- Complete all sections of this form.
- Return the completed application, with the approval signature where required, to Student Central – Building 17.

LEAVE OF ABSENCE DETAILS

Have you previously been granted a Leave of Absence whilst undertaking this degree. Yes / No

If yes, detail how many session of study:

I wish to take a leave of absence in the following session(s):

Session/Intake: Year:

REASON FOR LEAVE OF ABSENCE

STUDENT SIGNATURE

I acknowledge that I have read and have accepted the conditions outlined in this form.

Student Signature: Date:

APPROVAL

Approved: Date:

Sub Dean/Dean Name: Signature:

Contact Student Central:	Office Use Only	Date Received	Date Processed
Building 17, Ground Floor, Northfields Ave, NSW 2522 Ph: 4221 3927 Fax: 4221 4322 Email: askuow@uow.edu.au			