



# Application for Leave of Absence - International

## INSTRUCTIONS

1. Please read the IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS detailed below before completing the application on the reverse side.

## IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

### Less than 12 Months - Leave of Absence

International students, who have completed their first session of study in their current course, can apply to take leave for up to 12 months by submitting an application for a Leave of Absence. A leave of absence is where the University temporarily 'pauses' your study for an approved period of time.

### Circumstances for Leave of Absence

You can take a leave of absence by demonstrating compassionate or compelling circumstances. Compassionate or Compelling circumstances are defined as circumstances that are beyond the control of a student and which have an impact upon the student's course progress or wellbeing. These could include (but are not limited to):

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies, or
- a traumatic experience, which has impacted the student (these cases should be supported by police or psychologists' reports), which could include an involvement in, or witnessing of an accident, or witnessing or being the victim of crime
- where the registered provider was unable to offer a pre-requisite unit
- inability to begin studying on the course commencement date due to delay in receiving a student visa

When you are on a leave of absence the University notifies DIAC that you need a Leave of Absence and the circumstances surrounding your leave. In certain circumstances your student visa will remain valid. However, as in all cases, you should contact DIAC for any questions relating to your individual student visa.

**Please note:** The above are only some examples of what may be considered compassionate or compelling circumstances. Each application for a leave of absence will be assessed individually based on the information provided and documentary evidence. To be eligible to claim these acceptable circumstances you will need to provide **original documentation** of the circumstances with your application for a Leave of Absence.

### Reasons in which your student visa may not remain valid

DIAC has advised that the following reasons *may not* be acceptable grounds for your student visa to remain valid:

- Pregnancy, child birth, or child care commitments
- Work commitments
- Holiday

If you are unable to substantiate compassionate or compelling circumstances for leave or require a longer period of leave than one session, you will need to cease your studies and depart Australia. You will need to submit a Course Withdrawal - International form. When you are able to return to Australia and resume your studies, you will need to apply for a new letter of offer and electronic confirmation of enrolment (eCoE) and apply for a new student visa before returning to your studies. Also, students who are in the first session of study in their principal course at the University cannot take a Leave of Absence. They must defer their entry or reapply for when they hope to return to the University of Wollongong.

### Supporting Documentation

In order for a Leave of Absence application to be processed, students must submit all relevant original documentation. Here are some of the guidelines that you should follow:

All documentation must:

- Be original. If you cannot submit original documentation, a certified copy may be handed in.
- Be in English or if that is not possible, a certified and signed translated copy can be submitted.
- Indicate the exact dates of the event or circumstance and how this will affect the application.
- Examples of relevant original documentation include (but are not limited to) medical certificates, death notice/certificate, police reports, et cetera.
- You must provide the University dates with your departure dates and when you plan to come back. To support this, you will have to provide 'evidence of your departure' by submitting copies of your ticket, itinerary, copy of your passport page with the Australian Immigration stamp, et cetera.

## IMPORTANT

The University advises DIAC (formally DIMA) of any approved leave of absence. This report will include details about the grounds for leave, the dates the student has advised they will depart and return to Australia as well as the starting date for the next session of study. Students who withdraw from all subjects without submitting a Leave of Absence or failing to re-enroll with the University of Wollongong. Students who remain in Australia without a valid visa are unlawful and may be detained and deported.



## Application for Leave of Absence - International

### INSTRUCTIONS

This form is for international students who intend to seek leave from the University of Wollongong.

1. Postgraduate Coursework and Graduate School of Medicine students **must seek approval** before submitting the application.
2. Read and complete all sections of this form and attach all required documentation.
3. Return the **completed** application and attached documentation to Student Central – Building 17.
4. Please allow three (3) weeks processing time.
5. **If approved** you will receive a postal confirmation that your enrolment has been temporarily discontinued
6. For more information on this process please visit <http://www.uow.edu.au/student/international/index.html/>

### PERSONAL DETAILS

Student Number	Last Name	First Name
Course Code	Course Name	Major
Email Address	Telephone Number	
Current Visa Type	Visa Expiry Date	

### DETAILS OF LEAVE OF ABSENCE

Period for which leave is sought	Session/Intake		Year	
When are you returning to your studies? (Please specify a date)				
Detail your reason for why you require a Leave of Absence. Please Note: Full details must be provided and original documentation must be attached to support your application.				
Please ensure you submit all documentation listed above as incomplete applications will NOT be considered.				

### DETAILS OF DEPARTURE AND RETURN

Attach a copy of your plane tickets and or flight itinerary showing the dates that you will depart from and return to Australia. If you have not yet purchase a plane ticket you must provide an estimate of the dates you intend to depart and return to Australia below

Departure Date		Return Date	
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### STUDENT SIGNATURE

I acknowledge that I have read and have accepted the conditions outlined in this form. I declare the information I have provided is true and correct.

Student Signature		Date	
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### APPROVAL

Approved	Yes/No	Sub Dean Name	
Date		Signature	
Sub Dean Comments			