

## APPROVED LEAVE APPLICATION FORM

### 1 INSTRUCTIONS - Submit this form to the Student Administration Counter (Hackett Hall) or post or fax to the address above

You must apply for Approved Leave as an alternative to re-enrolling in any academic year or if you withdraw from all enrolled units in an academic year and want to return to your course in a later year. Approved Leave is not required if you maintain an enrolment in at least one unit of study in each academic year of your course. Comprehensive information about Approved Leave is available from [www.studentadmin.uwa.edu.au/welcome/approved\\_leave](http://www.studentadmin.uwa.edu.au/welcome/approved_leave)

If you withdraw from all units you should be aware of the financial and academic penalties that may apply depending on the date of your withdrawal. Refer to the following webpage for the specific withdrawal date(s) in order not to incur penalties [www.studentadmin.uwa.edu.au/welcome/enrolment/withdrawal\\_dates](http://www.studentadmin.uwa.edu.au/welcome/enrolment/withdrawal_dates) You cannot apply for Approved Leave for any teaching period after the academic withdrawal date for that teaching period. Approved Leave will not normally be granted in the first teaching period of the first year of study, except where the absence is necessitated by medical, compassionate or other exceptional circumstances as determined by the Faculty.

**Higher Degree by Research Students:** You should seek advice on suspension of candidature from the Graduate Research and Scholarships Office or Faculty, if studying a degree by thesis and coursework. You do not need to complete this form.

**International Students:** Approved Leave for international student visa holders is only permitted on the basis of a medical certificate, or exceptional circumstances beyond a student's control, such as bereavement. There are fee and visa implications for international students intending to take Approved Leave. Seek authorisation from the International Centre prior to submitting your application to Student Administration.

**Correspondence:** All correspondence will be sent to your contact address. Please update your contact details on Student Connect at [www.studentconnect.uwa.edu.au](http://www.studentconnect.uwa.edu.au) if necessary. Note that all e-mail correspondence will be sent to your UWA student e-mail account.

### 2 PERSONAL DETAILS

Student ID \_\_\_\_\_

Dr/Mr/Ms/Miss/Mrs etc \_\_\_\_\_ Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Which degree course are you currently enrolled in?

Course Title \_\_\_\_\_ Course Code \_\_\_\_\_

Are you an International Student? (Studying in Australia under a Student Visa) YES  NO  if no continue to section 3

If 'YES' have you received advice from the International Centre in relation to this application? YES

If 'NO' this application will not be processed – please refer to instructions above

International Centre approval - YES  Authorisation signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### 3 APPROVED LEAVE REQUESTED

I request Approved Leave from my course from: \_\_\_\_/\_\_\_\_/\_\_\_\_ until: \_\_\_\_/\_\_\_\_/\_\_\_\_

### 4 REASON FOR APPROVED LEAVE (please tick one)

Employment  Financial  Medical  Studies  Travel  Other

Please provide a brief explanation of the above reason:

.....  
.....  
.....

### 5 DECLARATION

I declare that all the information supplied on this form and any attachments is true and that I have not withheld any information relevant to my application.

Signature of student: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### FACULTY USE ONLY - DECISION

Approved  Forward completed form to Student Administration Not Approved  Please provide reason below

Comments:

Confirm letter sent to Unsuccessful student by Faculty YES

Signed:

Signed: (for Combined Courses)