



## Leave of Absence Request Form

### Student Details

Student ID	<input type="text"/>	Title	<input type="text"/>	Family name	<input type="text"/>
Phone Number	<input type="text"/>	Given name/s	<input type="text"/>		
Course	<input type="text"/>	Campus	<input type="text"/>		
Leave of Absence requested from	<input type="text"/>	to	<input type="text"/>		

### Reason for Request

Please tick one box only - Original supporting documentation must be attached to this application

Serious illness       Bereavement       Visa       Study       Other Personal Reasons

\* A supporting statement from the course coordinator confirming no unit availability or requisites not met.

**Please note:** an application based on financial reasons will not be approved. A condition of your student visa is that you have sufficient financial capacity to support your study and stay in Australia.

### International Student Visas

**You can apply for leave from your studies under compassionate or compelling circumstances.**

Such compassionate or compelling circumstances are generally those beyond your control and which have an impact on your 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
- major political upheaval or natural disaster in your home country requiring emergency travel and this has impacted on the student's studies
- a traumatic experience which could include involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime

#### Guidelines for applying for Leave of Absence

- In order to be eligible to apply for Leave of Absence, you must be currently enrolled in a course of study at SCA.
- You must have received appropriate academic counselling prior to taking a Leave of Absence.
- A Leave of Absence cannot be approved if you have outstanding work in the course (i.e. unfinished assessments or Deferred Assessments) or you have sanction against your record. (e.g. for outstanding fees).
- A Leave of Absence can only be granted for a maximum of 4 weeks and in some extreme cases 6 months. Your Confirmation of Enrolment (CoE) will be deferred and it is your responsibility to advise the student support officer your return date.
- Fees apply for deferment of eCOE, please check SCA website for Fees and Other Charges.
- If you do not comply with the conditions of your Leave of Absence, you may be withdrawn from your course. If this is the case, you will be required to re-apply for admission.
- If your request for Leave of Absence is not approved, you have the right to appeal the decision.





- SCA may refuse or revoke an approved Leave of Absence should you provide any information that is false or misleading.
- You must contact Student Services upon your return to arrange your class timings and other academic matters.
- Students can only apply for a Leave of Absence if they can demonstrate compassionate or compelling circumstances which have impacted on their course progress or wellbeing.
- Original supporting documentation must be lodged with this application.
- All students seeking a Leave of Absence must contact Student Services to confirm they meet requirements for Leave of Absence.
- Any information relating to their student visa and tuition fees. The Student support can be contacted on [studentsupport@sc.edu.au](mailto:studentsupport@sc.edu.au) or 1300 121 888 or in Person at SCA Campus.
- Applications must be received at least 4 Weeks prior to the requested intended leave of absence dates.
- Successful applications received after the relevant census date will result in units being withdrawn (WD will appear on the Academic Transcript and the student is liable for the tuition fees.

#### Share of Personal Information - Disclaimer

Information is collected prior to your enrolment, on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

## Student Declaration

- I have read and understood the guidelines on this form and have submitted appropriate original supporting documentation. I have sought advice from the Student Services in relation to my student visa and the refund agreement. I understand the consequences of this application and accept responsibility to ensure my enrolment is correct.
- I have been informed of possible visa implications and advised to contact DIBP for further information.
- I have been advised of the Student Course fees and refund policy.

Signature

Date





## Office Use Only - Approval

### Information for Student Support Officer

In determining whether the application for leave should be approved the following issues need to be considered:

- Any past applications for leave.
- The reason for the application and that the circumstances comply with The National Code 2007.
- The students assessed capacity to successfully resume studies and complete the course after the period of leave.

Application Approved:  Yes  No\*

\* If the application is not approved a statement outlining the reasons why must be provided below:

Name

Officer Signature

Date

### Student Support Officer Use Only

Date Processed  Yes

Student advised in writing  Yes

