



THE UNIVERSITY OF
WESTERN AUSTRALIA

Student Administration M356
The University of Western Australia
35 Stirling Highway
CRAWLEY Western Australia 6009
Phone: 08 6488 3235
Fax: 08 6488 1083
www.ipoint.uwa.edu.au
CRICOS No: 00126G

Student ID

APPROVED LEAVE APPLICATION FORM

1 INSTRUCTIONS - Submit this form to the Student Administration Enquiry Counter (Hackett Hall) or post or fax to the address above PLEASE COMPLETE FORM IN BLACK BIRO

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.ipoint.uwa.edu.au

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 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: Student Visa holders who plan to take a break of any duration from their studies must seek approval from the International Centre, following the procedure at <http://www.international.uwa.edu.au/studentnet/intstudents/leave>? 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 if necessary. Note that all e-mail correspondence will be sent to your UWA student e-mail account.

2 PERSONAL DETAILS

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:

Please indicate whether a letter has been sent to unsuccessful student by Faculty YES

Signed:

Signed: (for Combined Courses)