Application for Leave of Absence
Offshore use only

University of South Australia

This form is to be completed by offshore student's wishing to request leave of absence from their program.
You are required to obtain approval from your Program Director for leave of absence **only if**:
- this is an extension beyond 12 months to leave which has already been approved, or
- you have not yet completed any course from your program, or
- the application for leave is after the withdrawal date

The completed form is to be lodged with your Partner Administration Office.

Part A: Personal Details

Student ID: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Mr/Miss/Ms/Mrs:	First name(s):

Family name:

Date of birth:

Program Details:

Program code:	Program title:
Cohort/Intake:	Country:

Part B: Leave of Absence from Program
Please only complete this section if you wish to take a break from study and have your place in the program listed above held until your return.

☐ I request a leave of absence from ___ / ___ / _____ and I will return for Study Period ___ in the year _____	☐ I have taken previous leave from Study Period ___ Year _____ to Study Period ___ Year _____	☐ I have not previously taken leave

Reasons for taking leave: (please attach supporting documentation, ie medical certificate or explanation letter)

Program Director approval

I approve this application for leave

Program Director's name:

Program Director's signature:	Date:

Part C: Student Declaration

- I have read the information outlined in the Enrolment Policy and understand the implications of my request.
- I understand that my current and future enrolments will be withdrawn.

Student Signature:	Date:

OFFICE USE ONLY
Partner Administration Office

Date received:	Date uploaded to Collaborate™:

UniSA Office: Student and Academic Services (SAS)

☐ Withdrawn from Courses	☐ Program Director advised
☐ LOA/RLOA rows entered on Program Plan panel	☐ Notify student to confirm processing and copy Partner Administartion Office
Date received:	Date processed:
Received by:	Processed by: