

Student Leave of Absence Form

Faculty of Sciences
May 2014

This form is to be used by students in the *Bachelor of Science (Veterinary Bioscience)* and *Doctor of Veterinary Medicine (DVM)* programs only. This form deals with the applications for:

- **Student Leave of Absence**
- **Extension of Student Leave of Absence**

Please fill in your contact and program details below, and then complete the sections of the form relating to your specific leave requirements.

Notes:

1. **Leave Approval:** You are not entitled to take Student Leave of Absence or an Extension of Student Leave of Absence from your program unless you have received notification in writing from your [Program Coordinator](#) that your application for leave has been approved.
2. **Dropping Classes:** Once you have received notification from your Program Coordinator that your application for leave has been approved, you are responsible for dropping your classes for the time you will be absent from the University. This must be done before the relevant Census date. *Failure to do so will mean you will incur the cost of the tuition fees or HECS-HELP fees normally charged for your courses.*
3. **Length of Leave of Absence:** Leave of Absence is usually approved for periods from one semester up to a maximum of one academic year at any time. International students are advised to check their visa conditions before applying for Leave of Absence.
4. **Scholarship recipients and sponsored students:** Scholarship recipients need to seek approval to defer their scholarship. Failure to do so could result in the loss of their entitlement. Sponsored students need to seek approval from their sponsor to defer their scholarship before taking Leave of Absence.
5. **Fee Implications:** Taking Leave of Absence may have fee implications for the following students:
 - Pre 2005 HECS students (*see Pre-2005 students – repayment arrangements at <http://studyassist.gov.au/sites/StudyAssist/>*)
6. Students applying for a leave of absence need to be aware that there are no guarantees that courses will remain in the same format or in the same semester. This could result in future timetable clashes, changes in course content, uneven workload allocation or further delays in completion of the degree. In some circumstances, this could require extending the duration of study by an extra year.

CONTACT AND PROGRAM DETAILS

Name: _____ Student ID: _____

Program: (Please tick applicable box) Vet Bio DVM Year _____ Level: _____

Type of Student: (Please tick applicable box) Domestic Student International Student

Home Address: _____

Postal Address: (If different to above) _____

Phone: (Home) _____ Mobile: _____

APPLICATION FOR LEAVE OF ABSENCE

Period of Leave of Absence: (in months) _____
Please check Academic Year Dates at <http://www.adelaide.edu.au/student/dates/>
Start Date: _____ End Date: _____
Student Signature: _____ Date: _____

REASONS FOR TAKING LEAVE OF ABSENCE

Reason for application: _____

(Please attach relevant documentation)
Student Signature: _____ Date: _____

APPLICATION FOR EXTENSION OF LEAVE OF ABSENCE

Original period of Leave of Absence: (in months) _____
Original start date: _____ Original end date: _____
Proposed new end date: _____ Total amount of Leave of Absence: (in months) _____
Reason for requested extension: _____

(Please attach relevant documentation)
Student Signature: _____ Date: _____

SCHOOL APPROVAL

Approved Not Approved Comments: _____

Name of Program Coordinator: _____
Program Coordinator's Signature: _____ Date: _____

OFFICE USE ONLY

Checklist

- Student advised of decision Date: _____ Initials of actioning officer: _____

- Student's attendance status entered on Peoplesoft Date: _____ Initials of actioning officer: _____

- Completed forms for international students sent to the International Student Centre Date: _____ Initials of actioning officer: _____

- Completed forms saved to TRIM Date: _____ Initials of actioning officer: _____