

University Leave of Absence Application

Once you have started your studies you may find that you need to take a break. Taking a formal leave of absence allows you to suspend your studies for six months to a year, while still remaining admitted to your degree at the University of Adelaide.

Completed forms must be directed to the Faculty of Sciences : faculty.sciences@adelaide.edu.au

Required Information

Family Name: _____ First Name: _____

Student ID: _____ UofA Student Email: _____@student.adelaide.edu.au

Phone Number: _____ Alternative Email Address: _____

Type of Student (please tick applicable): International Domestic (Australian Citizen or Permanent Resident)

Degree Type: Undergraduate Postgraduate

Please list the degree you intend to seek a leave of absence for:

Degree: _____

I request leave of absence for: (specify semester/s) Semester ____ Year 20____ and/or Semester ____ Year 20____

Have you previously been granted leave of absence from this degree? Yes No

If yes, please indicate previous period of leave: From _____ To _____

I intend to return in: Year _____ Semester _____

Student Signature _____ Date _____

****For Bachelor of Science (Veterinary Bioscience) and Doctor of Veterinary Medicine students****

Approval for leave will need to be discussed with and approved by your Program Coordinator before this application will be processed

Program Coordinator: _____ Signature: _____

Reason for request [Please tick ONE box]

- Medical Personal Travelling overseas/interstate
 Family commitments Work commitments Other _____
 Cross institutional outbound study

Important Reminder for Dropping Courses

Dropping Courses: Before this application can be processed you must drop all courses for the semester or year for which you are requesting leave. This must be done **before census date**. Failure to withdraw enrolment will incur tuition fees or deferral of cost to your HECS or FEE Help L Loan. You will incur a Fail No Submission (FNS) result for the courses that are not dropped or Withdraw Fail if dropped after census.

Scholarship recipients & sponsored students: scholarship recipients need to seek approval from their sponsor to defer scholarship. Failure to do so could result in loss of entitlement.

FACULTY USE ONLY Entered into PeopleSoft TRIM Email sent to: Student

Date: _____ Initials of actioning advisor: _____