LEAVE OF ABSENCE APPLICATION

OFFSHORE STUDENTS TO SUBMIT THIS FORM AT THEIR SITE OF STUDY

Read, complete and submit this form to request leave from your course at Victoria University (VU). Please read the information and instructions below carefully before you complete the details. You can present the completed form and attachments to your Faculty or to a Student Service Centre. Please see www.vu.edu.au/faculties for Faculty office locations and contact details.

LEAVE OF ABSENCE RESTRICTIONS

• Leave of absence may only be granted if you have completed at least one semester of your course and must be approved by the Faculty/School Officer controlling your course.
• Leave of absence applications must be made in writing on this form.
• The last day for lodgement of leave of absence applications is Friday of week 3 in each semester.

INTERNATIONAL ONSHORE STUDENTS

Leave of absence may only be approved on grounds of medical illness or exceptional compassionate circumstances and only for one semester. This is in line with Visa requirements.

• You must leave Australia within 28 days after the leave of absence has been approved.
• You must not return to Australia until your approved leave of absence is finished.
• Your application must be authorised by the Faculty/School Officer responsible for your course AND by Victoria University International (VUI).

RESEARCH STUDENTS

• You must nominate the start and end dates for periods of leave of absence.
• You must have the application authorised by your Principal Supervisor and the Faculty/School Research Officer.

STUDENT ID CARDS

Your current student identification card must be attached to this form because you cease to be a student when taking any leave of absence. You should obtain a new ID card from a Student Service Centre when you return to study. If your current ID card is lost or stolen, you must attach a statutory declaration to this form.

REFUND OF FEES (ONSHORE STUDENTS ONLY)

If you are eligible for a refund, please allow 4-6 weeks for processing. Your refund cheque will be sent to your preferred mailing address. Please ensure your contact details are correct or update your address on the MyVU Portal at https://myvuportal.vu.edu.au.

International onshore students should refer to the University refund policy which is available from VUI. You must submit your completed Refund application form to VUI. Please visit ASKVU www.vu.edu.au/askvu for more details about refunds.

CONTACT

Enquiries ASKVU www.vu.edu.au/askvu
Phone +613 9919 6100
Web www.vu.edu.au/students

STUDENT SERVICE CENTRES

City Flinders Footscray Park St Albans
City King Melton Sunshine
Footscray Nicholson Newport Werribee

PRIVACY INFORMATION

The personal information we collect on this form is for the purpose of enabling you to enrol in your chosen course of study and for Victoria University to deliver that course and related services to you. You can access your personal information by contacting us at www.vu.edu.au/askvu or +613 9919 4000.

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF)
LEAVE OF ABSENCE APPLICATION - A53

Please write in BLOCK LETTERS using a black or blue pen.

<table>
<thead>
<tr>
<th>TAFE STUDENT</th>
<th>HIGHER EDUCATION STUDENT</th>
<th>STUDENT ID:</th>
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FIRST NAME: __________________________ DATE OF BIRTH: / /19

FAMILY NAME: __________________________ STUDY YEAR/SEMESTER: 20 Sem.

OTHER NAMES: __________________________ LEVEL:

COURSE NAME: __________________________ COURSE CODE: __________________________ CAMPUS:

MAILING ADDRESS:

HAVE YOU CHANGED YOUR ADDRESS? WILL YOUR ADDRESS CHANGE DURING YOUR LEAVE OF ABSENCE? IF YES, PLEASE ALSO SUBMIT A PERSONAL DETAILS AMENDMENT FORM

I AM APPLYING FOR (PLEASE TICK)

<table>
<thead>
<tr>
<th>LEAVE TO COMMENCE:</th>
<th>I INTEND TO RETURN TO STUDY:</th>
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<tr>
<th>SEMESTER 1, 20___</th>
<th>SEMESTER 1, 20___</th>
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<tbody>
<tr>
<td>SEMESTER 2, 20___</td>
<td>SEMESTER 2, 20___</td>
</tr>
<tr>
<td>RESEARCH STUDENTS:</td>
<td>RESEARCH STUDENTS:</td>
</tr>
<tr>
<td>DATE: / /20</td>
<td>DATE: / /20</td>
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REASONS FOR REQUEST

I have provided my student ID card (or statutory declaration if the card is lost or stolen) with this application and have read the instructions and the Privacy information on the reverse of this form. I am aware that the approval of this application means that I cease to be a student for the period specified and am therefore not entitled to any benefits available to students.

STUDENT SIGNATURE: __________________________ DATE: / /20

OFFICE USE ONLY - APPROVAL OF AUTHORISED OFFICERS - do you approve this application?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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FACULTY/SCHOOL APPROVAL (MUST be signed except for Research students)

Officer's signature: __________________________

Officer's name: __________________________

Officer's position title: __________________________

Phone extension: __________________________ Date: / /20

VUI APPROVAL (required for International onshore students)

Officer's signature: __________________________

Officer's name: __________________________

Officer's position title: __________________________

Phone extension: __________________________ Date: / /20

LOA - Leave of absence

PERIOD OF LEAVE:

<table>
<thead>
<tr>
<th>STUDENT TO RETURN TO STUDY IN:</th>
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<table>
<thead>
<tr>
<th>6 months</th>
<th>Semester 1, 20___</th>
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<tbody>
<tr>
<td>12 months</td>
<td>Semester 2, 20___</td>
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<tr>
<td>Date for Research student:</td>
<td>Date for Research student:</td>
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RESEARCH STUDENTS (Doctoral or Masters by Research students)

Supervisor's signature: __________________________

Phone extension: __________________________ Date: / /20

Faculty/School Research

Officer's signature: __________________________

Phone extension: __________________________ Date: / /20

REFUND DUE?

IF YES, SCREEN DUMP AND SEND TO AES FOR PROCESSING

DATE SENT: / /20

PROCESSED BY: __________________________ DATE: / /20

CRICOS Provider No: 00124k

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