

Please email this form + your medical certificate or other evidence directly to [enquiries@unswglobal.unsw.edu.au](mailto:enquiries@unswglobal.unsw.edu.au)

## Leave of Absence (LOA Form) - For Diploma Students

### STUDENT DETAILS: (please use CAPITAL letters)

*This form is to be used when a student requests leave of absence after they have commenced the course and the enrolment is to be temporarily paused.*

Student ID Number	
Family Name	Given Name
Address	

### CURRENT ENROLMENT DETAILS: (tick appropriate box)

Program Enrolled	Term / Intake / Year (eg: Jan/2018)	Specialisation (Major)
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### DATE FOR LEAVE OF ABSENCE:

From	To	Number of days
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Will you be in Australia over this period?  Yes  No

→ If your answer is 'NO', and your absence is more than 28 days, please provide a copy of your airline ticket.

Are you under 18 years of age?  Yes  No

→ If your answer is 'YES', you must attach a letter from your parent/guardian supporting your application for taking Leave of Absence.

Are you a sponsored/scholarship student?  Yes  No

### REASON FOR TAKING LEAVE OF ABSENCE

- Temporarily suspending your enrolment may affect your student visa. You must check the Department of Home Affairs (DHA) visa information before submitting this form. Contact DHA by phone on 131 881 or consult their website at <https://immi.homeaffairs.gov.au/>
- According to government legislation – ESOS National Code of Practice 2007 - your leave can be approved on compassionate or compelling grounds only. You must attach independent supporting documentation (originals or certified copies) to support your application (e.g. medical certificates, death certificate or a report from a registered psychologist). All documents must be provided in English or translated into English by a registered translation service.

State your reason for applying to have your enrolment temporarily suspended:

### STUDENT DECLARATION

I hereby apply to suspend my course of study and acknowledge that this application will be processed in accordance with the [UNSW Foundation Studies Deferral, Suspension and Cancellation Policy](#), or [UNSW Institute of Languages Deferral, Suspension and Cancellation Policy](#), which I have read and understood.

I understand that this application is subject to UNSW's approval and that incomplete form and evidence, where required, may lead to my application not being approved.

I understand that if my application is declined, I will have 20 days to access the Appeals process as detailed in the [UNSW Foundation Studies Deferral, Suspension and Cancellation Policy](#), and [UNSW Institute of Languages Deferral, Suspension and Cancellation Policy](#).

I understand that fees due during my Leave of Absence will require payment as per the arranged payment plan.

I am aware that taking Leave of Absence may affect my student visa and DIAC will be notified of any changes to my COE.

I understand that if my Leave of Absence is more than 28 days, I must leave Australia unless there are exceptional circumstances preventing me from travelling, such as a medical condition.

I understand that if my Leave of Absence is for a period of more than 6 months, my student visa may be cancelled.

Student's Signature

Date of Request

OFFICE USE ONLY	
Received by: _____	Date: _____
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No      Approved/declined by: _____	
Evidence attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the absence affect the duration of study?	
<input type="checkbox"/> Yes* <input type="checkbox"/> No	
* If Yes, provide details of new enrolment: _____	
<input type="checkbox"/> SCV (within 14 days of date of approval)	
Date: _____	
<input type="checkbox"/> Student advised: Date: _____	
Signature: _____ Date: _____	

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