

# 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 sent to [arts@adelaide.edu.au](mailto:arts@adelaide.edu.au) or in person to Faculty of Arts Office - Ground Floor Napier Building**

## Required Information

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ UofA Student Email: \_\_\_\_\_@student.adelaide.edu.au

Phone Number: \_\_\_\_\_

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:** \_\_\_\_\_ **Major (if applicable)** \_\_\_\_\_ **Minor (if applicable)** \_\_\_\_\_

I request leave of absence for: (specify semester/s, term/s) Semester/Term \_\_\_\_ Year 20\_\_ and/or Semester/Term \_\_\_\_ 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 \_\_\_\_\_

## **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 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  HPE Email sent to:  Student

Date: \_\_\_\_\_ Initials of actioning advisor: \_\_\_\_\_