



University of Ballarat Higher Education
PO Box 663 Ballarat VIC 3353 Australia

Application for Leave from Studies

| | | |
|--|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| University of Ballarat Student ID Number | Program Code | Year Level |

Academic Career Undergraduate Postgraduate Research

| | |
|---------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| Campus or Provider and Location | Campus Code |

If you wish to remain in your program you must either be enrolled or be on approved leave from studies prior to the relevant census (withdrawal) date. If you allow your enrolment to lapse, you will have to re-apply for a place in the program. There is no guarantee that you will obtain a place in your program if your enrolment has lapsed.

Personal Details: Title First Name

Other Names

Family Name

Date of Birth / / Gender Male Female

Contact Details: During Leave from Studies

Australian Home Telephone ()

International Home Telephone 0011 + Country Code ()

Mailing Address

Australian Mobile

Suburb/Town/City

Country State Post Code

eMail

Are you an International Student studying in Australia? Yes No

International students are required to have this form signed by a representative from International Student Programs (ISP) or your education provider before submitting it to Student Administration, Mt Helen Campus. Please note that the Department of Immigration and Citizenship (DIAC) will be advised of your approved leave. Also please note that your program end date may be affected, which may also affect your Student Visa.

I wish to apply for leave from studies, commencing as follows:

Question 1 At the beginning of the next semester or Date / /

Question 2 For a period of: (please indicate) 6 months (1 semester) 12 months (2 semesters) Other (please specify)

Question 3 I expect to resume studies in semester/term: Year

Question 4 Reason for requesting leave from studies:
*(Where appropriate, please provide documentation to support your application. Eg. If your request for leave is due to medical reasons, you **must** attach a doctors certificate to this form.)*

Question 5 If my leave is not approved, I authorise Student Administration to: *(please indicate)*

or **disregard** this application form. I will now continue my studies without a break

withdraw* me from my program as from the date indicated in question 1.

***Important Note:** I authorise the University of Ballarat to withdraw me from all studies at the University of Ballarat, effective from the date indicated on this form. I understand that I will forfeit my place in this program and will be required to apply for re-admission if I wish to continue my studies at a later date. I understand that I will not be entitled to a refund of any upfront fees or HELP loan if this form is lodged at Student Administration Mt Helen after the relevant census (withdrawal) date.

Austudy or Student Youth Allowance recipients: I understand that I must notify Centrelink in writing, within (7) days.

International students studying in Australia: I understand that the University of Ballarat or my education provider will notify the Department of Immigration and Citizenship (DIAC) of my withdrawal.

Distribution List: Student Administration School

Semester Census Dates: *Students enrolling through education provider other than University of Ballarat campuses **must** check with their education provider for relevant census (withdrawal) dates.*

Summer:
7 December

Late Summer:
15 February

Semester 1:
31 March

Full Year:
31 May

Winter:
31 May

Semester 2:
31 August

Spring:
15 October

Declaration: I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with the University of Ballarat.

I agree to release and indemnify the University of Ballarat and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.

I have discussed my application for leave from studies with my Program Co-ordinator and will lodge this form with my School for approval. I understand that if my application is not approved, I must continue my studies otherwise if I allow my enrolment to lapse, I may forfeit my place in the program. Once my School has approved my leave application, I authorise the University of Ballarat to amend my program, effective from the date indicated on this form. I understand that I will not be entitled to a refund of any upfront fees or HELP loan if this form is lodged at Student Administration Mt Helen after the relevant census (withdrawal) date.

Austudy or Student Youth Allowance recipients: I understand that I must notify Centrelink in writing within (7) days from when my application for leave has been approved.

International students studying in Australia: A representative from International Student Programs (ISP) or my education provider has signed this form and I understand that they will notify the Department of Immigration and Citizenship (DIAC) of my approved leave.

Student
Signature

Date

 / /

Partner Provider (PP) or International Student Programs (ISP) Approval: *(If applicable.)*

PP or ISP Program
Coordinator Name

PRISMS Updated
(If applicable)

PP or ISP Program
Coord. Signature

Date / /

Copy on file at PP or ISP. Original to be sent to School for approval.

University of Ballarat School Approval:

Program
Coordinator Name

Leave Granted

Program
Coord. Signature

Date due back / /

Date / /

Leave NOT Granted

Copy on file at School. Original to be sent to Student Administration, Mt Helen.

Student Administration (Office Use)

Entered by:

mySC Updated
(Please tick)

Enrolment NSI Added
(If applicable)

Date / /

Comments