



# Student Leave of Absence Request Form

This form is for a coursework student wishing to apply for Leave of Absence in accordance with AIHE's Enrolment and Withdrawal Procedure. Before completing and submitting this form, please consult the guidelines for Leave of Absence at the end of this document.

**If you are an International Student on a student visa** you are only permitted to take Leave of Absence on compassionate or compelling grounds, which are supported by documentary evidence.  
**Applicants must complete all sections of this Form and attach any required evidence.**

**Return this form to:**

Please email a completed copy of this form and any supporting documents to [student.assist@aihe.sa.edu.au](mailto:student.assist@aihe.sa.edu.au).

## 1. STUDENT DETAILS & COURSE INFORMATION

<b>Family name</b>		<b>First name</b>	
<b>Student ID</b>		<b>Course</b>	
<b>AIHE email address</b>		<b>Contact number</b>	

## 2. LEAVE OF ABSENCE DURATION

This Leave of Absence application is for:

- 12 months or less                       More than 12 months continuous

## 3. LEAVE OF ABSENCE DETAILS

A. Is this a new application for leave?	<input type="checkbox"/> No (please go to Question B)	<input type="checkbox"/> Yes (please go to Question C)
B. What is the period of existing leave? (DD/MM/YYYY)	From:	To:
C. Leave of Absence requested from: (Year & study period)	Year: <input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2 <input type="checkbox"/> Summer School <input type="checkbox"/> Winter School	
D. I intend to recommence studies in: (Year & study period)	Year: <input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2 <input type="checkbox"/> Summer School <input type="checkbox"/> Winter School	
E. Reason for request (Please tick ONE box and provide further information in Question F)	<input type="checkbox"/> Family Commitments <input type="checkbox"/> Financial <input type="checkbox"/> Serious Illness <input type="checkbox"/> Overseas Study <input type="checkbox"/> Travel <input type="checkbox"/> Work Commitments	<input type="checkbox"/> Personal <input type="checkbox"/> Bereavement <input type="checkbox"/> Parental Leave <input type="checkbox"/> Other (please specify):
F. Please provide more detail about your reason/s for requesting Leave of Absence.		

## 4. DECLARATION

<p>I have read the Applying for Leave of Absence Guidelines below. I have sought appropriate academic counselling. I understand that I will be withdrawn from all subjects in the study period whilst taking Leave of Absence and withdrawn from all subjects in the subsequent study period. I have provided the required supporting documentation. I understand the consequences of my request for Leave of Absence and accept responsibility to re-enrol by the stipulated re-enrolment deadline.</p>	
<p><b>Student's Name:</b></p>	
<p><b>Student's Signature:</b></p>	<p><b>Date:</b></p>

**Privacy Statement:** At AIHE, the privacy of students, staff and other people who AIHE deals with is taken very seriously. Much of the information which AIHE collects in connection with its normal functions and activities is "personal information", and this information is handled in accordance with relevant privacy standards. For details of how AIHE will use, disclose and protect your personal information please refer to AIHE Privacy Policy and Procedure at <http://aihe.sa.edu.au/pages/policy-and-procedure/policy-and-procedure-directory>.

### Leave of Absence Guidelines

A student may apply for a Leave of Absence (LOA) at any time after enrolment and until the teaching period census date. Once Leave of Absence has been approved, the student will be withdrawn from subjects in the study period affected by the leave and withdrawn from subjects in the subsequent study period. The normal rules for early withdrawal then apply, i.e. applications submitted prior to census date will not incur a fee liability.

Where an application has been submitted after the census date but before the last withdrawal date, Leave of Absence may be considered. If approved the student will be withdrawn from subjects in the study period affected by the leave but still incur a fee liability and withdrawn from subjects in the subsequent study period.

1. In order to be eligible to apply for a Leave of Absence, you must be currently enrolled in a course of study at AIHE.
2. It is your responsibility to investigate the consequences that taking a Leave of Absence might have with any external bodies (for example impact on Centrelink benefits).
3. You must obtain appropriate academic counselling before taking a Leave of Absence.
4. AIHE may authorise a Leave of Absence for a maximum period of twelve (12) months. Applications for a Leave of Absence longer than 12 months; or more than one application for a total continuous period of more than 12 months, may also be considered by AIHE. (Supporting evidence should be attached where appropriate).
5. Leave of Absences cannot be approved if you have outstanding work in the course you are seeking leave from (e.g. unfinished/unmarked assessments or deferred grades) or you have sanctions against your record. Exceptional circumstances will be considered on an individual basis.
6. The Head of School is entitled to specify appropriate conditions for subsequent re-enrolment. Such conditions may include the need to undertake a subject already studied.
7. If you do not abide with the conditions of your Leave of Absence, you may be withdrawn from your course. If this is the case then you shall lose all rights and privileges of a continuing student and may be required to re-apply for admission into the course.
8. If you are denied a Leave of Absence, or the period of leave requested, you have a right to appeal.
9. AIHE may refuse or revoke an approved Leave of Absence, should you provide any information that is false or misleading.

### Other Notes

Applications for Leave of Absence can be accepted up to the census date of the relevant study period in which leave is being requested. Applications submitted after the census date, but before the last withdrawal date, may be considered for approval however the subjects will show as Withdrawn on the student's Academic Transcript and the student will be liable for all fees and charges for the subject/s.

In determining whether the request for leave should be supported/approved, the following issues need to be considered:

- The reason for the application.
- The student's assessed capacity to successfully resume studies and complete the course after the period of leave.
- Any past applications for leave and the potential duration that the student will have taken to complete the course (relevance of study for the granting of the award).
- The impact of the absence on the student's capacity to complete the course within ten (10) years.
- That appropriate academic counselling has occurred.



# Student Leave of Absence Request Form

OFFICE USE ONLY – AIHE Student and Academic Services		
Date form received		Comment/s:
Leave of Absence approved (Y/N)		
Last day to re-enrol		
Student notified in writing		