

Leave of Absence Application

Please complete this form and return to DCJ Student Administration or DCJ Reception or email it to dcjkt-academicsservices@deakin.edu.au

SECTION A: FOR LOCAL AND INTERNATIONAL STUDENTS TO COMPLETE

1. Student cannot apply for leave of absence after Week 8.
2. Overseas students are required to make an appointment at Reception for an interview with a Student Counsellor.
3. Refer to the *Enrolment, Fees and Charges Policy* for eligibility, requirements and procedure. This policy can be downloaded from <https://www.deakincollege.edu.au/policies-procedures> or collected at Deakin College Reception.
4. Application cannot be processed if students have encumbrance such as outstanding fees or library fines.

SECTION B: FOR LOCAL AND INTERNATIONAL STUDENTS TO COMPLETE

Title: _____ Name: _____
(Mr/Mrs/Ms/Miss) (Family Name) (Other Names)

Student ID: _____ Date of Birth: _____

Course: _____ Mobile/Telephone: _____

International Student Local Student (Please Tick)

For which trimester is this leave of absence being applied for? _____

Reason for Taking a Leave of Absence:

SECTION C: Please ensure that the following are included in your application:

- Original or certified documents Letter explaining your circumstances.
- Letter explaining your circumstances.
- For under 18 year old students, this application must be signed by parent/legal guardian.

Email address while on leave of absence (please note that correspondence will be sent to your Deakin College email account):

I confirm that the statements made by me in this application are correct and true and that I have read and understood the Enrolment, Fees and Charges Policy.

If I am an international student, I understand that I am not permitted to remain in Australia for the duration of my approved leave of absence and that deferring my studies may affect my student visa. I am referred to the Department of Home Affairs (Immigration) website for information on how this change to my enrolment may impact upon my visa.

Student Signature: _____ Date: _____

OFFICE USE ONLY

APPLICATION RECEIVED: _____ Date: _____

STUDENT SERVICES

Interview held with student Date: _____ N/A (Domestic Student)

All relevant documents submitted with this application Yes No Not applicable

Application Recommended by Student Services Yes No

Comments:

Staff name: _____

Signature: _____ Date: _____

FINANCE

Actioned _____ Balance: _____

Comments:

Staff Name: _____

Signature: _____ Date: _____

ACADEMIC MANAGER

Approved Not Approved

Grounds for Non-approval:

Application incomplete

Has not completed minimum of one study period

No compassionate or compelling circumstances demonstrated

Not meeting satisfactory course requirements

Other: _____

Signature: _____ Date: _____

ACADEMIC SERVICES

Status Changed (Date) _____ Timetable Amended (Date) _____

Deakin University Notified (Callista) (Date) _____

Letter issued (Date) _____

Conditions updated: Yes N/A Progression Updated: Yes N/A

Signature: _____ Date: _____

QUALITY & COMPLIANCE

Reported on PRISMS (Date): _____

New CoE(s) Issued

N/A

Signature: _____ Date: _____