Student Leave of Absence Form

This form is to be used by students in the Bachelor of Science (Veterinary Bioscience) and Doctor of Veterinary Medicine (DVM) programs only. This form deals with the applications for:

- Student Leave of Absence
- Extension of Student Leave of Absence

Please fill in your contact and program details below, and then complete the sections of the form relating to your specific leave requirements.

Notes:

1. **Leave Approval**: You are not entitled to take Student Leave of Absence or an Extension of Student Leave of Absence from your program unless you have received notification in writing from your Program Coordinator that your application for leave has been approved.

2. **Dropping Classes**: Once you have received notification from your Program Coordinator that your application for leave has been approved, you are responsible for dropping your classes for the time you will be absent from the University. This must be done before the relevant Census date. *Failure to do so will mean you will incur the cost of the tuition fees or HECS-HELP fees normally charged for your courses.*

3. **Length of Leave of Absence**: Leave of Absence is usually approved for periods from one semester up to a maximum of one academic year at any time. International students are advised to check their visa conditions before applying for Leave of Absence.

4. **Scholarship recipients and sponsored students**: Scholarship recipients need to seek approval to defer their scholarship. Failure to do so could result in the loss of their entitlement. Sponsored students need to seek approval from their sponsor to defer their scholarship before taking Leave of Absence.

5. **Fee Implications**: Taking Leave of Absence may have fee implications for the following students:

6. **Students applying for a leave of absence need to be aware that there are no guarantees that courses will remain in the same format or in the same semester. This could result in future timetable clashes, changes in course content, uneven workload allocation or further delays in completion of the degree. In some circumstances, this could require extending the duration of study by an extra year.**

### CONTACT AND PROGRAM DETAILS

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student</th>
<th>ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: (Please tick applicable box)</td>
<td>Vet Bio</td>
<td>DVM</td>
</tr>
<tr>
<td>Year</td>
<td>Level:</td>
<td></td>
</tr>
<tr>
<td>Type of Student: (Please tick applicable box)</td>
<td>Domestic Student</td>
<td>International Student</td>
</tr>
<tr>
<td>Home Address:</td>
<td>Postal Address: (If different to above)</td>
<td></td>
</tr>
<tr>
<td>Phone: (Home)</td>
<td>Mobile:</td>
<td></td>
</tr>
</tbody>
</table>
APPLICATION FOR LEAVE OF ABSENCE

Period of Leave of Absence: (in months)

Please check Academic Year Dates at http://www.adelaide.edu.au/student/dates/

Start Date: ____________________________________  End Date: ____________________________________

Student Signature: ____________________________________  Date: ____________________________________

APPLICATION FOR EXTENSION OF LEAVE OF ABSENCE

Original period of Leave of Absence: (in months) ____________________________________

Original start date: ____________________________________  Original end date: ____________________________________

Proposed new end date: __________________________  Total amount of Leave of Absence: (in months) __________________________

Reason for requested extension: ____________________________________

(Please attach relevant documentation)

Student Signature: ____________________________________  Date: ____________________________________

SCHOOL APPROVAL

☐ Approved  ☐ Not Approved  Comments: ____________________________________

Name of Program Coordinator: ____________________________________

Program Coordinator’s Signature: ____________________________________  Date: __________________________
OFFICE USE ONLY

Checklist

☐ Student advised of decision          Date: __________ Initials of actioning officer: ______

☐ Student’s attendance status entered on Peoplesoft  Date: __________ Initials of actioning officer: ______

☐ Completed forms for international students sent to the International Student Centre  Date: __________ Initials of actioning officer: ______

☐ Completed forms saved to TRIM          Date: __________ Initials of actioning officer: ______