



Leave of Absence Application

IMPORTANT

Please read the information overleaf before completing this form.

The University's privacy statement can be viewed at
<http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>

Personal Details	
Student Id	Family name
Given name/s	
Address	
Postcode	
Email	@ugrad.unimelb.edu.au Telephone
Course name	Course code
Are you an international student? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must make an appointment with a Melbourne Law School Student Adviser before submitting this form as leave will impact on Visa requirements	
I wish to apply for Leave for	
<input type="checkbox"/> Semester 1 Year: _____ <input type="checkbox"/> Semester 2 Year: _____ ***Please read the IMPORTANT INFORMATION on the back of this form for details about Leave entitlements***	
Reason for Leave of Absence (Please tick one of the boxes below)	
<input type="checkbox"/> EO Employment Opportunities <input type="checkbox"/> FI Financial <input type="checkbox"/> HE Health <input type="checkbox"/> MT Maternity <input type="checkbox"/> PE Personal <input type="checkbox"/> WE Work Experience <input type="checkbox"/> SA Study Abroad for Credit <input type="checkbox"/> TV Travel <input type="checkbox"/> OT Other (completing Honours year)	
Additional Information: _____ _____ _____	
Student signature	Date / /
Office use only	
<input type="checkbox"/> LOA approved until ____ / ____ / ____ <input type="checkbox"/> LOA entered on Merlin <input type="checkbox"/> LOA not approved. Comment: _____ _____ _____	
For OF students only: <input type="checkbox"/> OF-LOA procedure completed <input type="checkbox"/> Information sheet given/sent to student	
Processed by (initial) :	Date / /

IMPORTANT INFORMATION FOR STUDENTS

All Melbourne Law School students are entitled to apply for a total of twelve months Leave of Absence from their course. This can be taken as a one-year block or two separate semesters. The Melbourne Law School will only approve further leave in exceptional circumstances (eg documented on-going illness).

When requested, students who are on Leave of Absence must submit a course plan indicating what they intend to study on their return. The course plan could be a listing of subjects or an application to discontinue or take further Leave. This information is usually requested in September/October of each year. If a student is unable to submit a course plan at this time, it is imperative that the student organises a proxy to do so on their behalf by the required date.

It is assumed that students who are granted Leave of Absence and who do not advise the Melbourne Law School of their study intentions when requested are not returning to their studies. In these cases, the student's enrolment will be formally ended by the Melbourne Law School. If the student later decides to resume their studies, they will need to reapply for entry into the course. Reselection is not guaranteed.

International Students Please Note

All international students taking Leave of Absence from their course of study must depart Australia within two weeks of the date from when the leave was granted. The University of Melbourne must report variations to student enrolment details to the Department of Immigration, Multicultural and Indigenous Affairs. Students are strongly advised to report their Leave of Absence to the DIMIA Office before leaving Melbourne in order to reduce the possibility of visa cancellation.

Students who have any visa queries should consult the International Centre (John Smyth Building, Parkville Campus Telephone: +61-3-9344-4505) or the Department of Immigration, Multicultural and Indigenous Affairs (Casselden Place, 2 Lonsdale Street Melbourne Telephone: 131881).

Important Notes:

- It is imperative that students notify the University of any change to their address to ensure that any course planning and re-enrolment information is received. Address details can be changed through the Student Information System at: <http://sis.unimelb.edu.au/cgi-bin/address.pl>
- Students who declined a place in quota restricted subjects in order to take leave will need to reapply for entry into those subjects if they wish to undertake them at a later stage.

Combined Course Students

Students are only required to apply for Leave of Absence if they will not be undertaking any subjects in a particular semester toward either component of their course.

Critical Dates to Consider When Applying for Leave

The date on which you submit the Leave of Absence form to Melbourne Law School has an impact on the following:

- Your liability for HECS or course fees;
- The result recorded for subjects in which you were enrolled for the period of leave.

Students enrolled on a full-fee basis should refer to the University's booklet 'Arrangements for the Payment of Fees' for full details about the critical dates for fees, refunds, etc payable when an enrolment is varied. This booklet is available from the Student Administration Office or via the web at <http://www.studentadmin.unimelb.edu.au/fees/full-refunds.html>.

Dates for withdrawing from a subject are available on the Student Information System (SIS) website below:
<https://sis.unimelb.edu.au/section-2.html#s0>

Summer subjects and subjects of one to eleven weeks

Different withdrawal and refund rules apply to subjects taught in the summer semester and for subjects of less than twelve weeks duration. If this is relevant to your application for Leave, please ask the Melbourne Law School Student Centre for information regarding these rules.