



**UNIVERSITY OF ADELAIDE**  
**STUDENT LEAVE OF ABSENCE FORM**

The following sections deal with the applications for:

- Student Leave of Absence;
- Extension of Student Leave of Absence; and
- Notification of Return from Student Leave of Absence.

Please fill in your contact and program details immediately below, and the section that relates to your current circumstances.

**Please note:**

1. You cannot take Student Leave of Absence or an Extension of Student Leave of Absence from your program (s) unless you have received notification **in writing** from your School or Faculty that your application for leave has been approved.
2. Once you have received notification from your School or Faculty that your application for Student Leave of Absence or an Extension of Student Leave of Absence has been granted, **you are responsible for dropping your courses** for the time you will be absent from the University. This must be done before the relevant Census date. **Failure to do so will incur the cost of the tuition free or HECS-HELP fee normally charged for your courses.**
3. If you are enrolled in more than one program, you need to indicate this on the form next to the heading "Other program" in Contact and Program Details. If you are studying another program in a different school or faculty, and you wish to take Leave of Absence or an Extension of Leave of Absence from that program, you will need to fill in another Student Leave of Absence Form and lodge it with your other school or faculty. The same procedure will apply for the Notification of Return from Leave of Absence.

**CONTACT AND PROGRAM DETAILS**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Faculty: \_\_\_\_\_ School: \_\_\_\_\_

Program: \_\_\_\_\_ Additional program/s: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**You must submit a separate form for academic programs in other Faculties/Schools**

**APPLICATION FOR LEAVE OF ABSENCE**

Period of Leave of Absence from Program (in months): \_\_\_\_\_  
*Please check Academic Year Dates 2006 at <http://www.adelaide.edu.au/student/dates/2006.html>*

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR EXTENSION OF LEAVE OF ABSENCE**

Original period of Leave of Absence from Program (in months): \_\_\_\_\_

Original start date: \_\_\_\_\_ Original end date: \_\_\_\_\_

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

Reason for requested extension: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTIFICATION OF RETURN FROM LEAVE OF ABSENCE**

I will be resuming study on: Return date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL/FACULTY APPROVAL**

Approved:  Not approved:

Name of actioning officer (in print): \_\_\_\_\_ Position title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

- Student advised of decision Date: \_\_\_\_\_ Initials of actioning officer: \_\_\_\_\_
- Student's attendance status entered on Peoplesoft Date: \_\_\_\_\_ Initials of actioning officer: \_\_\_\_\_