



Application for Leave of Absence - Domestic

INSTRUCTIONS

This form is for domestic students who intend to take a Leave of Absence from their study.

1. Please read the course rules & closing dates <http://www.uow.edu.au/handbook/generalcourserules/UOW028640.html> (Section 6.32 - Leave of Absence) before completing this form.
2. Students become eligible to apply for Leave of Absence at the beginning of the second session of enrolment.
3. Honours, Postgraduate, and Graduate School of Medicine students **must seek approval** from the relative Sub Dean/Dean or Supervisor before submitting the application (please refer to the faculty for the relevant signing authority), and may be required to attach supporting documentation.
4. Undergraduate applicants seeking Leave of Absence *exceeding* one year (total) are required to attach supporting documentation and **must seek approval** from the relative Sub Dean/Dean or Supervisor before submitting the application.
5. After the approved period of Leave of Absence is complete students must re-enrol in the following session.
6. Complete all sections of this form.
7. Return the **completed** application, with the **approval** signature where required, to Student Central – Building 17.

PERSONAL DETAILS

Student Number	Last Name	Other Names
Course Code	Course Name	Major

LEAVE OF ABSENCE DETAILS

Have you previously been granted a Leave of Absence whilst undertaking this degree	Yes / No
If yes, detail how many sessions of study	

I wish to take a leave of absence in the following session(s):

Session / Intake	Year

REASON FOR LEAVE OF ABSENCE

Applications exceeding one year (total) must provide supporting documentation.

STUDENT SIGNATURE

I acknowledge that I have read and have accepted the conditions outlined in this form.

Student Signature		Date	
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APPROVAL

Approved	Yes/No	Sub Dean / Dean Name	
Date		Signature	