

Application for Leave of Absence



REMEMBER: FILL BEFORE PRINTING

PERSONAL AND PROGRAM DETAILS

Family Name / Surname	<input type="text"/>	Student Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Given Names	<input type="text"/>								
Date of Birth (dd/mm/yy)	<input type="text"/>								
Address	<input type="text"/>								
City	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>				
Telephone Number	<input type="text"/>	Mobile Phone Number	<input type="text"/>						
Program Code	<input type="text"/>	Program Title	<input type="text"/>						
Campus	<input type="text"/>								

INTERNATIONAL STUDENTS

Are you an international student holding a student visa? Yes No

International students holding a student visa are only permitted to take a leave of absence in compassionate or compelling circumstances and the Department of Immigration will be advised of any approved leave. Taking leave may affect a student's visa. Students should ensure that they have a valid visa to re-enter Malaysia. International Students must have this form signed by International Student Officer before submitting it to Student Information Centre (SIC) Level 1, Building G. Refunds to International Students are governed by Refund & Tuition Fees Policy which can be accessed at http://www.swinburne.edu.my/ppd/docs/student_information/Refund%20and%20Tuition%20Fees.pdf

International Student Officer Name Signature Date

Is the student a sponsored student? Yes No If yes, the Sponsored Students Unit must first be consulted.

Reason for LOA

APPLICATION FOR LEAVE OF ABSENCE FROM PROGRAM

LEAVE OF ABSENCE PERIOD		Reasons for applying for leave of absence
Teaching Period	Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
Date of class last attended		<input type="text"/>

CONDITIONS

- For domestic students the last date to lodge an application for leave of absence without a **Financial Penalty** is by close of business on the Unit of Study Census Date OR prior to commencement of classes for unit of study undertaken in block mode. (For Unit of Study Census Date refer to your Confirmation of Enrolment/ Invoice).
 - Refunds are subject to the return of your University ID card, fee receipt, and any other University property or materials you may have in your possession.
 - No refund of fees will be made when a student withdraws from a unit of study after close business of the Unit of Study Census Date.
 - Before applying for leave of absence students are advised to read the 'Deferral and Leave of Absence' policy and procedure http://www.swinburne.edu.my/ppd/docs/student_information/Deferral%20and%20Leave%20of%20Absence.pdf?recnum=POL/2007/36
- Privacy: Swinburne University of Technology collects uses and destroys personal information in accordance with our University's policies.

SIGNATURE OF STUDENT DATE

OFFICE USE ONLY

Date received

Approved Not Approved Due to

Registrar/Manager Date of Approval

Awarding Faculty

Entered date Initials

Fees: Refund Due Cheque Req Processed Date Initials