

Application for Leave of Absence



REMEMBER: FILL BEFORE PRINTING

DEDSONAL AND DDO	GRAM DETAILS (* Mandatory)
*Family Name / Surname	*Student Number
*Given Names	Student Number
Date of Birth (dd/mm/yy)	
Address	
City	State Postcode
Telephone Number	*Mobile Phone Number
*Program Code	*Program Title
Campus	
INTERNATIONAL STUDENTS Are you an international student holding a student visa? Yes No	
•	
of Immigration will be advi	ling a student visa are only permitted to take a leave of absence in compassionate or compelling circumstances and the Department sed 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 Stu Refunds to Internal	udents must have this form signed by International Student Officer before submitting it to Student Central. ional Students are governed by Refund & Tuition Fees Policy which can be accessed
	my/policies/directory/student-administration/index.html
International Student Offic	3
Is the student a sponsored	student? Yes No No If yes, you must submit an approval letter from your Sponsor
Reason for LOA	ANE OF ARCENICE FROM RECORDS
LEAVE OF ABSENCE PE	AVE OF ABSENCE FROM PROGRAM Reasons for applying for leave of absence
Teaching Period	Year
	Date of class last attended
CONDITIONS	
1. For domestic students t	he 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 nent of classes for unit of study undertaken in block mode. (For Unit of Study Census Date refer to your Confirmation of Enrolment /
Invoice).	
2. 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. 3. 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.	
4. Before applying for leav	e of absence students are advised to read the 'Deferral and Leave of Absence' policies and regulations on
	lations 2013, Chapter 2 Part 4 Deferral and Part 5 Leave of Absence at du.au/policies/regulations/courses.html
GENERAL PRIVACY S	TATEMENT
,	chnology Sarawak Campus collects, uses and destroys personal data in accordance with our Privacy Collection Notice.
By signing this form, you ago f this contract.	gree to be subject to the Privacy Collection Notice and have consented to the processing and disclosure of your personal data for the fulfilment
SIGNATURE OF STUDEN	T DATE
OFFICE USE ONLY	
Date received	
Approved \bigcirc	Not Approved O Due to
Registrar/Manager	Date of Approval
Awarding Faculty	
Entered date	Initials
Fees: R	efund Due Cheque Req Processed Date Initials