

# Higher Education Complete Cancellation/Leave of Absence

Student Number

Title  Mr  Mrs  Ms  Miss  Dr  
 Other \_\_\_\_\_

Surname

Given Names

Preferred Name (optional)

Gender  Male  Female

Date of Birth

Are you an International Student?  Yes  No

**Postal Address** (must be completed by all students)

Number & Street or PO Box

Suburb / Town

State  Postcode

Country (if outside Australia)

Home Phone

Work Phone

Mobile Phone

Email

Course Code  Campus/Centre  Course Mode  Internal  External  Mixed

Course Name

**Leave of Absence**  **Complete Cancellation**

The last date for withdrawal without academic penalty is the census date for that semester, for census dates go to [www.cdu.edu.au/studentnet/calendar.html](http://www.cdu.edu.au/studentnet/calendar.html)

**Application for Leave of Absence (see rules on reverse of form)**

Leave of Absence for teaching period Semester 1  Semester 2  Year

Period of Leave of Absence required  6 Months  12 Months

Reason for Leave of Absence (supporting documentation may be attached)

  
  


**Complete Cancellation (see rules on reverse of form)**

  
  


Do you require a refund?  Yes  No

I hereby declare that the information I have entered on this form is accurate and correct. I also understand that by applying for a course transfer I am indicating I would like to be withdrawn from the current course, listed above, together with any units, in which I am currently enrolled within that course.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE ONLY			
<b>Received:</b>	Processed by:	<b>Dean of Faculty/Coordinator Higher Education</b>	<b>For withdrawals after the census date:</b> <input type="checkbox"/> <b>Without Academic Penalty</b> – The Grade of WW (Withdrawn) will be awarded to the student <input type="checkbox"/> <b>With Academic Penalty</b> – The Grade of WF (Withdrawn Fail) will be awarded to the student
	Date:	Name: Signature: Date:	
<b>ALU/ Co-ordinator Approval</b>	Name:	Signature:	Date:
<b>Comments</b>			
<b>TRIM Number</b>	<b>STU</b>		

## REFUNDS

Refunds are not available for withdrawals after the relevant Census Date. Refunds are not automatic and must be applied for. If a refund is approved, a cheque will be sent within 28 days.

## INTERNATIONAL

International Students who hold a Student Visa are required to maintain a full time enrolment.

## AUSTUDY/ABSTUDY

It is the responsibility of the student to ensure that eligibility for Austudy/Abstudy is not affected if you change your enrolment in any way.

## LEAVE OF ABSENCE

The process by which a student who has been enrolled in a particular course (and shows evidence of having been assessed in at least one unit) applies for and is granted permission to take a Leave of Absence from his/her studies for a specified period of time.

### Rules for Domestic Students

1. A student must complete all requirements for a course within the period defined in the specific course rules. Periods of Leave of Absence shall not be counted as part of the maximum duration over which the course may be undertaken, unless stated otherwise in the specific course rules.
2. A student seeking to take Leave of Absence must complete this form and lodge it with Student Services.
3. The granting of a Leave of Absence shall be subject to the approval of Student Services and would normally be granted in cases of hardship and/or unforeseen circumstances.
4. Any single period of Leave of Absence granted by the University shall usually be for a period of up to one year, but a longer period may be granted at the discretion of the Dean of the faculty.
5. Re-enrolment following Leave of Absence will be permitted only at the beginning of the semester or year immediately following the expiry of the Leave of Absence, unless further leave is granted. This rule does not apply to research students.
6. Re-enrolment following a Leave of Absence will be contingent upon the availability of the appropriate course.
7. A Leave of Absence shall lapse unless the applicant complies with all the Leave of Absence requirements prescribed by the University. A student whose Leave of Absence has lapsed will be deemed to have withdrawn from candidature.
8. A person whose candidature has lapsed or discontinued through Complete Cancellation or exclusion from a course (additional rules apply) and who wishes to undertake studies again at the University, in the same or a different course, shall be required to apply again for admission with the rules and procedures in force at the time of applying and will be subject to the prevailing admissions requirements and quotas. Applications for admission must be made through South Australian Tertiary Admission Centre (SATAC).
9. A student may not apply for Leave of Absence, which includes the first semester of his/her enrolment in a course. Such a student should apply for deferment.

### Rules for International Students

Leave of absence is permitted for six months only. Students who do defer their studies under these circumstances are obliged to leave Australia unless circumstances such as extreme illness, hospitalisation, or airline regulations regarding travel during pregnancy, apply.

International Students should contact the International Support Officer for advice, at the **Information Centre** or by telephoning 8946 7089.