

# LEAVE OF ABSENCE APPLICATION FORM (International Student)



## IMPORTANT INFORMATION

☐ Melbourne, Sydney, Brisbane, Perth or Rockhampton Campus Student (please return this form to your relevant campus).

☐ Regional Campus International Student (please email this form to [studentengagement@cqu.edu.au](mailto:studentengagement@cqu.edu.au))

## APPLICANT'S DETAILS

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other

Family name		
Given names		
Australian Street Address		
Town/city		
Country	State	Postcode
Telephone number	Mobile	
Home Country Street Address		
Town/city		
Country	State	Postcode
Telephone number	Mobile	
Email address		
Course code	Course name	
Current campus	Student number	<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"/>

## REQUESTED LEAVE PERIOD TO TAKE EFFECT FROM

☐ Term 1 ☐ Term 2 ☐ Term 3

You may incur penalties if you are requesting leave from your course after the last day to drop without academic or financial penalty for the term (Please refer to the Withdrawal Without Academic Penalty Guidelines if withdrawing after census date). Please refer to the relevant Calendar of Principal Dates, the Leave of Absence and the Refund Policy on the website [cqu.edu.au](http://cqu.edu.au)

☐ Australia ☐ Offshore

Where will you be during your leave of absence

## RETURN FROM LEAVE PERIOD TO TAKE EFFECT FROM

If you need to extend your leave, you must notify your campus prior to the last day to add units for the relevant return to study term. A new application must be lodged with new supporting documentation. Failure to do so will result in your course and CoE being cancelled for failing to return to studies.

☐ Term 1 ☐ Term 2 ☐ Term 3

## GROUND'S FOR DEFERMENT

☐ Medical grounds

☐ Exceptional circumstances

Please provide a detailed letter outlining your reasons for your requested Leave of Absence (International students must state the reason, and provide supporting documentation as CQUniversity is obliged to report this information to the Department of Home Affairs (DHA)).

## SUPPORTING DOCUMENTATION ATTACHED (ORIGINAL OR CERTIFIED COPY)

☐

Medical certificate

☐

Supporting documentation

☐

Copy of departure ticket

Even though CQUniversity may approve your application for a Leave of Absence, DHA may not accept the reasons provided and may proceed to cancel your visa and impose a three year ban on re-application for student visa. Information concerning the period of leave will be conveyed to DHA who are likely to make enquiries concerning your reasons for taking leave and are able to check movement records to determine whether the student has left Australia. It is strongly advised that you contact the Australian Embassy in your home country to check the status of your student visa before attempting to travel back to Australia.

☐

I have read and understood the Leave of Absence Principles and Procedures. I understand that if I have requested a Leave of Absence for term 1 or term 2, then term 3 becomes a compulsory study term.

Applicant's signature

Date

D	D	/	M	M	/	Y	Y
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*Students should be aware that Deferred and Supplementary Exams will not be postponed as a result of a successful Leave of Absence application. Students will need to undertake any outstanding Deferred or Supplementary Exams in the usual scheduled period.*

University approval

Date

D	D	/	M	M	/	Y	Y
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**IMPORTANT PRIVACY INFORMATION** Personal information is collected, used and stored by CQUniversity to facilitate your studies and related activities. Commonwealth and state departments require certain information about student details and activities to be reported or disclosed by the University. Any other provision of your information will only be as authorised by you or required by law and in accordance with the Information Privacy Act 2009 Qld and the University's Privacy Policy and Procedure.