

# Higher Education Leave of Absence Application Form



**International students:** If you hold an international student visa, you will remain enrolled and must attend classes until you receive confirmation that your Leave of Absence has been granted. Please refer to the International Administration Department.

## IMPORTANT INFORMATION

This form should be read in conjunction with the *Higher Education Leave of Absence Student Fact Sheet* **BEFORE** completion of this form.

TAFE Queensland recognises that you may need to suspend your studies during the semester by either withdrawing or taking a break. This form is to be completed where you need to take a break from your study (intermission) and your intention is to resume study in your Course at a later date.

If you are seeking to withdraw from your Course, you need to complete the *Higher Education Enrolment Form*.

Academic and financial consequences of mid-study applications are considered in compassionate and /or compelling circumstances. Please provide the relevant evidence to support your application.

### I have a question

Please contact the Student Centre or the faculty Administration Officer at the campus where your course of study is delivered about your request for a leave of absence.

### Lodging instructions

Application forms and any documentary evidence may be lodged in person to your faculty Administration Officer or electronically via [Highered@tafeqld.edu.au](mailto:Highered@tafeqld.edu.au)

### Notification of outcome

Applicants will be notified by electronic means of the progress of their request for a leave of absence. You can expect a decision outcome within ten (10) working days.

## PART A: CONTACT INFORMATION

### STUDENT DETAILS (PLEASE USE BLOCK LETTERS AND PRINT YOUR NAME IN FULL)

TAFE Student Number		Date of Birth:	/	/
First Name		Last Name		
Preferred Name				
Mobile Number		Home Phone		Work Phone
Email Address				
Home Address				
State		Country		Post Code
Mailing Address (Please write 'As Above' if same as home address)				
State		Country		Post Code

### QUALIFICATION DETAILS

Course Code		Course Name	
<input type="checkbox"/> South Bank <input type="checkbox"/> Other (name of campus).....			

## PART B: LEAVE OF ABSENCE

LEAVE REQUEST	
Is this a new application for a leave of absence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this an extension to an existing period of leave?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes, please indicate the existing period of leave (sem/year)</i>	From Sem. Year: to Sem. Year:
Have you previously been granted leave in this course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes, please indicate previous period of leave</i>	From Sem. Year: to Sem. Year:
When do you wish to begin your leave of absence? (Cannot be retrospective)	Sem. Year:
When do you expect to return to study?	Sem. Year:
Do you need to withdraw from Units of Study you are currently enrolled in?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## PART C: REASON FOR YOUR REQUEST

REASON FOR REQUEST	
<input type="checkbox"/> Illness, injury or other health condition (Medical reasons)	<input type="checkbox"/> Personal reasons
<input type="checkbox"/> Employment, training or professional commitments	<input type="checkbox"/> Maternity/Parental/Family (Family reasons)
<input type="checkbox"/> Course/Content was not what I expected	<input type="checkbox"/> Dissatisfied with Teaching & Learning experience
<input type="checkbox"/> Financial/Fee reasons	<input type="checkbox"/> Travelling/Holiday
<input type="checkbox"/> Relocating home/moving away	<input type="checkbox"/> Academic difficulties
<input type="checkbox"/> Compassionate/Compelling circumstances	<input type="checkbox"/> Course progression/unit unavailability
<input type="checkbox"/> Other studies/Change of course	<input type="checkbox"/> Other (please specify)
I have discussed my intentions with the Course Coordinator.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
I understand the implications of withdrawing from a Unit/s of Study. <i>i.e. Financial and/or Academic consequences.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
I have been offered support and assistance to continue in my studies ( <i>if relevant</i> ). <i>i.e. Payment Plan, special consideration, assessment extensions, study and academic skills support, counselling.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are you seeking a refund or a re-credit of a FEE-HELP debt? <i>i.e. Compassionate and/or Compelling Grounds; withdrawal after the census date.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are you seeking to withdraw without an Academic Penalty? <i>i.e. Compassionate and/or Compelling Grounds; Academic penalty will be imposed for withdrawals after the Friday of week 9 for a 13-week semester or week 10 for a 15-week semester.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## SUPPORTING EVIDENCE/PERSONAL STATEMENT

Please supply a detailed reason for the withdrawal, including any Medical Certificate or supporting documentation to support your request for academic and / or financial consideration. **(Attachment)**

## PRIVACY STATEMENT

TAFE Queensland is collecting your personal information on this form for the purpose of managing your leave of absence assessment application in your course. In accordance with the *Information Privacy Act 2009* (Qld), your personal information will only be accessed by staff employed by or on behalf of TAFE Queensland for this purpose. TAFE Queensland handles your personal information in accordance with our Privacy Policy (which you can view here: <https://tafeqld.edu.au/privacy>).

Your information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission or as otherwise outlined in the TAFE Queensland Privacy Policy or where disclosure is permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Officer at [privacy@tafeqld.edu.au](mailto:privacy@tafeqld.edu.au).

## STUDENT DECLARATION (Please read carefully)

If under the age of 18 years, this application must be signed by a parent/guardian. This includes consent for the student to have access to the Internet through TAFE Queensland.

I understand that the following may apply in regards to my application:

1. That the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment or delays in processing, or that I may be subject to disciplinary action under the TAFE Queensland Student Rules.
2. Any existing enrolment in a unit/s will be withdrawn as of the date I submit my leave of absence application.
3. After my leave ends, I am responsible for enrolling for the next semester by the relevant enrolment deadline.
4. The maximum intermission period permitted in my Course.
5. The time limit for completion of my Course.
6. Additional documentation to support my application may be requested, e.g. Medical Certificate.
7. Financial and academic implications of a study break.
8. I must retain a copy of this dated and signed declaration form as evidence of my submission.

Student Signature		Date	/ /
Parent/Guardian's Name (If student is under 18 years)			
Parent/Guardian's Signature (If student is under 18 years)		Date	/ /

Issues may arise beyond TAFE Queensland's control which affects its ability to deliver courses. Whilst every effort will be made to conduct all courses as advertised, TAFE Queensland reserves the right to change or otherwise revise any course-related issues including courses offered, class timetables, class locations, and teacher allocations. TAFE Queensland will make every reasonable attempt to advise students of any changes made to their selected course. The details in this document are correct at the time of printing.

## OFFICE USE ONLY

Note: For a Leave of Absence, this application is to be assessed based on the effect of this and previous absences on the student's capacity to complete the course within the defined maximum time to complete.

Date application received	/ /
Processed by:	Date: / /
Student sent letter of acknowledgment	<input type="checkbox"/> Yes      Date: / /
Census Date:	/ /
TAFE Queensland International notified	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Maximum time to complete the Course breach? <i>See below for authorisation</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Maximum leave of absence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Leave of Absence already consumed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the student seeking a refund/re-credit of a FEE-HELP Loan?	<input type="checkbox"/> Yes (refer to refund procedure) <input type="checkbox"/> No
Is the student seeking an academic penalty waiver? See additional approval below.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Grade outcome	<input type="checkbox"/> WH (Withdrawn) <input type="checkbox"/> LH (Withdrawn Fail) <input type="checkbox"/> Early Withdrawn (no result)
Comments:	
Outcome of application:	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Not applicable (withdrawn)
Date of decision:	/ /
Name of decision maker/s:	
Date student advised:	/ /
Was further action taken in respect of this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details:	
If No, student is to be advised of their avenues for appeal (if applicable).	
Student record in SMS updated	<input type="checkbox"/> Yes
Student advised of penalty	<input type="checkbox"/> Yes   / / <input type="checkbox"/> No <input type="checkbox"/> N/A

## APPROVALS

<b>COURSE COORDINATOR (Similar)</b>	
Leave of absence request is within the allowable requirements for the Course  E.g. <i>Maximum time to complete, maximum period of leave, allowable absence within the Course rules, and no outstanding debt to TAFE Queensland.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason not approved:	
Signature:	Date: / /
Name:	

## ADDITIONAL APPROVALS

### DEAN HIGHER EDUCATION APPROVAL (Similar)

Applications which are made on the grounds of compassionate or compelling circumstances in which the student requests academic penalty waiver.

Approved     Not Approved

Recommended Grade:

- Early Withdrawn – no result recorded – administration result
- WH - Withdrawn
- LH - Late Withdrawal - Withdrawn Fail

Reason not approved:

Signature:

Date:    /    /

Name:

### DIRECTOR OF FACULTY APPROVAL (Similar)

a. Applications for a leave of absence which are singularly or when combined with prior leave periods, are in excess of the maximum leave period allowable.

b. Applications for a leave of absence which result in projected completion of the Course to be in excess of the maximum time to complete.

Approved     Not Approved

Reason not approved:

Signature:

Date:    /    /

Name: