Application for Leave of Absence - Domestic

PERSONAL DETAILS

Student Number:  
First Name:  
Last Name:  
Date of Birth:  
Telephone:  
Email:  
Course Code:  
Course Name:  
Major:  

INSTRUCTIONS

This form is for domestic student who intend to take a Leave of Absence form their study.

1. Please read the course rules & closing dates  

2. Students become eligible to apply for Leave of Absence at the beginning of the second session of enrolment.

3. Honours, Postgraduate, and Graduate School of Medicine students must seek approval from the relative Sub Dean/Dean or Supervisor before submitting the application (please refer to the faculty for the relevant signing authority), and may be required to attach supporting documentation.

4. Undergraduate applicants seeking Leave of Absence exceeding one year (total) are required to attach supporting documentation and must seek approval from the relative Sub Dean/Dean or Supervisor before submitting the application.

5. After the approved period of Leave of Absence is complete students must re-enrol in the following session.

6. Complete all sections of this form.

7. Return the completed application, with the approval signature where required, to Student Central – Building 17.

LEAVE OF ABSENCE DETAILS

Have you previously been granted a Leave of Absence whilst undertaking this degree.  
Yes / No

If yes, detail how many session of study:

I wish to take a leave of absence in the following session(s):

Session/Intake:  
Year:  

REASON FOR LEAVE OF ABSENCE


STUDENT SIGNATURE

I acknowledge that I have read and have accepted the conditions outlined in this form.

Student Signature:  
Date:  

APPROVAL

Approved:  
Yes / No  
Date:  

Sub Dean/Dean Name:  
Signature:  

Contact Student Central:  
Office Use Only  
Date Received  
Date Processed  

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