



APPLICATION FOR LEAVE OF ABSENCE

NB: Please refer to the rules governing leave of absence contained within the AFTRS Student Handbook before completing this form. Attach a separate page if more space is required.

Name: _____ Student No: _____

Course: (Please circle) Foundation Diploma Graduate Certificate
 Graduate Diploma Masters

Specialisation: _____

Proposed commencement date: _____

Proposed date of return: _____

Modules to be completed upon return: _____

Reasons for leave of absence: _____

Signature _____ Date _____

Office Use Only:

Has the student satisfactorily completed all modules in the current semester? Yes / No

The application for leave of absence is:

recommended / not recommended (delete whichever is inapplicable)

for the following reasons: _____

Head of Discipline (signature) _____ Date _____

The application for leave of absence is: approved/not approved (delete one)

Director of Education (signature) _____ Date _____

15. Leave of Absence (section 1)

15.1

You are expected to complete your course of study within the time specified in your syllabus document. However, a leave of absence within this period may be available to you on the following basis.

- Where you are faced with circumstances of urgent necessity or can demonstrate such circumstances will benefit your career and,
- where you have satisfactorily completed all compulsory modules for your current semester and,
- where you can complete the compulsory modules for your current year of study or agreed program of study in the semester in which you will return, and
- where you submit your application for leave to your Head of Discipline, and
- where the Director of Education (or delegate) approves your application.

15.2

Leave of absence will only be granted once during your course of study unless exceptional circumstances apply.

15.3

Your application for a leave of absence must be discussed first with your Head of Discipline who will make a recommendation to the Director of Education. You must complete an application for a Leave of Absence, forms are available from Student Services and the AFTRS website: <http://www.aftrs.edu.au/about/current-students/forms-for-students.aspx>. The Student Services Manager will forward the decision to you, your Head of Discipline and the relevant Administrative Manager. If approved you are to complete the exit clearance process by contacting Student Services at studentinfo@aftrs.edu.au or +61 2 9805 6444. Your application for leave must specify the date you intend to resume your course of study. Any variation to this date may prevent your readmission.

15.4

If your application for a leave of absence is rejected and you wish to appeal this decision you must advise the Director of Education in writing. Your appeal will be forwarded to the Academic Appeals Committee for decision on a case by case basis.

17. Resumption of Course (section 1)

17.1

If you are resuming your course after a leave of absence, or deferral, such as attachments, overseas study or illness, you must advise your Head of Discipline and Student Services of the proposed date and course of study you are resuming.

17.2

If you intend resuming your course of study after a leave of absence and you fail to advise your Head of Discipline and Student Services of the date and course of study you are resuming, you will not be considered enrolled in the course and you will not be able to attend class.