

# 1. Leave of absence application

Swinburne University of Technology – Vietnam

## Before you apply for leave of absence

You can apply for a leave of absence if you want to take time off from study. Leave of absence is usually permitted up to 12 months in total for the duration of your degree.

**Important:** Applications made after Census date for your course may incur financial liability and academic penalty. Please consider the penalties before applying, as approved application outcomes are final.

### Personal details

Student ID:	
Family name:	
Given name:	
Date of birth:	
Are you a local or international student?	<input type="checkbox"/> Local <input type="checkbox"/> International

### Contact details

Telephone number:	
Mobile phone number:	
Email:	
Address:	
Suburb/Town/City:	
State/Province:	
Postcode:	
Country:	

### Course information and Leave of Absence period details

Course Code:		
Course Title:		
When do you wish to begin your Leave of Absence?	<input type="checkbox"/> Semester January <input type="checkbox"/> Semester May <input type="checkbox"/> Semester September	Year:
When do you expect to return to study?	<input type="checkbox"/> Semester January <input type="checkbox"/> Semester May <input type="checkbox"/> Semester September	Year:
Reason: (Please attach supporting documents to this form)		

**There are some things you need to know if you're applying for a leave of absence.**

If you're a current student, you must enrol as normal before applying for a leave of absence. A leave of absence is not granted automatically.

We email application outcome notifications to your Swinburne student email address only.

You may be able to extend your leave of absence. Make sure you submit your extension for approval before your first leave of absence ends. Swinburne usually grants leave of absence for a maximum of one year in total for the life of your degree admission unless there are extenuating circumstances.

You must give us a reason when you apply for a leave of absence. Common reasons include illness, financial issues, family, friend or workplace issues or planned work or leisure time abroad.

Failure to remain enrolled in subject/s in each semester, or failure to apply for and be approved for an official Leave of Absence for any semester in which you do not intend to study, may result in cancellation of your course. If this happens, you will need to re-apply for admission into the current version of the course. Please note, if the course structure has changed since your original course admission, some of the units you have completed may not be included in the new course structure.

International students on a student visa must comply with their visa conditions. You are required to review these conditions prior to applying for a leave of absence.

I understand that if the request that I submit is incorrect or incomplete that my request will not be processed.

I understand the information stated above and I confirm I wish to apply for leave of absence.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date