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Application for leave of absence

Students at partners outside Australia

RMIT UNIVERSITY

RMIT student number _____ Date of birth (DD/MM/YYYY) _____

Full name _____

Partner institute _____ Contact telephone number _____

This form is for students studying in RMIT programs delivered outside Australia at a partner institute.
RMIT students studying at Singapore Institute of Management apply via SIMConnect.
You must read the information on page 2 before completing this form.
Lodge the completed form with your partner institute.

Current program/s

I wish to take leave of absence from

Program name   Program code (if known)

_____   _____

_____   _____

Leave of absence effective from (DD/MM/YYYY) _____ returning semester/trimester _____

Have you previously been granted leave of absence from this program?   ☐ Yes   ☐ No

My reason for taking leave of absence is: (tick one box only)

☐ academic difficulties   ☐ tuition fees too high   ☐ travelling overseas
☐ program not what expected   ☐ financial hardship   ☐ medical
☐ dissatisfaction with program   ☐ work commitments   ☐ personal
☐ course/s unavailable this semester   ☐ visa not granted   ☐ national service
☐ English language difficulties   ☐ family commitments   ☐ COVID-19 impacts
☐ support difficulties   ☐ other (please specify) _____

Student declaration

1. I understand that all enrolments will be dropped for courses not completed at the time leave commences, only in the relevant semester/trimester I am taking leave.
2. I understand that I am responsible for my enrolment after the approved leave of absence period.
3. I understand that I may remain liable for all fees if I do not submit this form prior to the relevant deadline. (Please contact your partner institute for fee information.)
4. I understand that the effective date is the date this form is received by the partner institute.
5. I have read and I understand the information on page 2 of this form.

Student signature _____ Date (DD/MM/YYYY) _____

Partner institute use only

Has the student received confirmation their application has been submitted?   ☐ Yes   ☐ No

Date received (DD/MM/YYYY) _____

School authorisation

☐ Leave of absence is granted   ☐ Leave of absence is not granted

_____   _____

Signature of head of school (or nominee)   Date (DD/MM/YYYY)

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Students considering leave of absence are advised to consult with their partner institute.

General information

Leave of absence approval is at the discretion of the head of school or nominee.

Leave of absence is restricted to a maximum of one year per application, however, subsequent applications are permitted.

Requests for leave of absence that exceed a total of two academic years in a program require the approval of the relevant College Deputy Vice-Chancellor.

A leave of absence request must be submitted to the partner institute allowing sufficient time for consideration by the RMIT head of school (or nominee). If a request for leave of absence is denied by the head of school (or nominee) it is your responsibility to ensure that your enrolment details are correct.

If you wish to drop courses or cancel your enrolment you must do so prior to the relevant deadline to avoid financial liability.

You will receive written confirmation when your application for leave of absence has been processed.

While on leave of absence you must ensure you maintain up-to-date contact details via Enrolment Online at **sams.rmit.edu.au**.

Effective dates

The effective date of submission is the date this form is received by the partner institute.

Submitting this form after the relevant deadline may result in financial or academic penalty. For information about important dates for your Institute go to **rmit.edu.au/students/my-course/important-dates**.

Financial liability and fee refunds

Fee policies are administered by individual partner institutes. Please refer to your partner institute for relevant policies.

Contact information for your partner institute is available at **rmit.edu.au/students/support-services/student-connect/partner-institute-contacts**.

Form submission

A completed Application for leave of absence form must be submitted to your partner institute for consideration. This form will be forwarded to the authorising school at RMIT. For contact information go to **rmit.edu.au/students/support-services/student-connect/partner-institute-contacts**.

Please retain a copy of the email forwarding your application to your partner as evidence of submission. If you have general queries please contact your local partner contact at **rmit.edu.au/students/support-services/student-connect/partner-institute-contacts**.

Enrolment

Once a leave of absence is approved, enrolments will only be dropped for courses in the terms you are on leave. For example, if you have enrolled for semesters 1 and 2 and take leave for semester 1 only, your semester 1 courses will be dropped and your semester 2 courses will remain on your record.

Once your leave of absence period ends, you are responsible for re-enrolling by the relevant enrolment dates.