

# Leave of absence

This form is only for research candidates applying for leave of absence.

## Section A – Personal information

RMIT student number \_\_\_\_\_ Date of birth (DD/MM/YYYY) \_\_\_\_\_ Contact tel. \_\_\_\_\_

Given name/s \_\_\_\_\_

Family name \_\_\_\_\_

## Section B – Program information

Program name \_\_\_\_\_

Program code \_\_\_\_\_ Campus \_\_\_\_\_

Leave from (DD/MM/YYYY) \_\_\_\_\_ to (DD/MM/YYYY) \_\_\_\_\_

## Section C – Reason for applying for leave of absence (tick one box only)

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Academic difficulties | <input type="checkbox"/> Dissatisfaction with program | <input type="checkbox"/> Support difficulties | <input type="checkbox"/> Financial hardship |
| <input type="checkbox"/> Work commitments      | <input type="checkbox"/> Family commitments           | <input type="checkbox"/> Medical              | <input type="checkbox"/> Personal           |
| <input type="checkbox"/> Parental leave        | <input type="checkbox"/> National service             | <input type="checkbox"/> Other _____          |   |

## Section D – Are you receiving a scholarship or sponsorship?

No  Yes If yes, name of scholarship or sponsorship \_\_\_\_\_

## Section E – Student declaration

I understand the following in apply for this leave of absence:

- After my leave ends, I am responsible for enrolling for the next semester/term by the relevant enrolment deadline.
- I understand that I must provide supporting documentation e.g. medical certificate.
- RMIT may contact the issuer of any relevant certificates for validation purposes.

I accept these terms and wish to apply for leave of absence from the above program.

Student signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

## Section F – School and supervisor authorisation

### School authorisation

Leave of absence is granted:  Yes  No

Authorised senior supervisor signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

Authorised officer signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_

## Section G – International onshore students only

### International compliance

Leave of absence is granted (subject to school approval):  Yes  No

Authorised officer signature \_\_\_\_\_ Date (DD/MM/YYYY) \_\_\_\_\_