

## Leave of Absence Request for REW Students

**Leave Of Absence** – a break during the period of study which meets the compassionate/compelling circumstances on the back of the form.

<b>Student No:</b>		<b>Current Class at REW:</b>	
<b>Family name (Surname):</b>		<b>Given Name:</b>	
<b>Dates Requested</b>	From: To:	<b>Number of days/weeks:</b>	
<b>Reason for request:</b>			<b>Documented evidence provided?</b>

<b>Study Plan affected?</b>	Extension required? (if yes, complete an extension form)	
	Does the student need to defer their RMIT formal program?	<b>New start date:</b> _____ (check mid-year entry if applicable)
	Will this lead to a gap of more than 8 weeks?	Students on a student visa must leave the country within 28 days if the gap between their courses is more than 8 weeks. <i>(November – February summer holiday excepted)</i>
	Will you remain in Australia?	If no, what date will you depart Australia? _____

**Are you under 18 (and on a student visa)?**

*If you are under 18, you require parental consent to take a Leave of Absence from your studies. RMIT*

*Training will contact your parent/s via email to obtain approval.*

**Are you a sponsored student?**

**Sponsor:** \_\_\_\_\_

*RMIT International will provide this information to your sponsor.*

*Your sponsor's approval is required for this request to be processed by REW.*

I understand the Leave of Absence Policy on the reverse of this document and that taking a leave of absence or deferring my enrolment may affect my student visa.

**Student Signature:**

**Date:**

**For Office use only:**

Date received : \_\_\_\_\_ Received by : \_\_\_\_\_

Actioned by : \_\_\_\_\_ Action: \_\_\_\_\_

**Academic and Assessment Information:**

Leave of Absence or deferments by students must conform to the visa regulations under which the student was admitted into the course.

Students who have completed Module A only:

- Can defer for up to 10 weeks before commencing Module B.
- In case of deferment of between 6 and 15 weeks the student will be required to repeat Module A.
- In the case of longer deferment, the students will be required to re-sit the placement test.

A student who has completed module A and B but not achieved:

- May defer up to 5 weeks and be permitted to repeat one 5-week module (either A or B at the Deputy Director's discretion and teacher recommendation). At the end of this module they will re-test.
- In the event of deferment between 6 and 15 weeks, the non-achieving student will be required to complete both module A and B.
- **Leave of absence**

To apply for leave of absence, you must show that you have "compassionate or compelling" circumstances.

Taking a leave of absence may affect your visa. Please contact DIBP for information about your visa before submitting a leave of absence application. Compassionate or compelling circumstances that may require a student to take a Leave of Absence include, but are not limited to, the following:

<p><b>Illness or injury</b></p> <ul style="list-style-type: none"> <li>➤ Evidence required: medical certificate which states the student was/is unable to attend classes for an extended period of time or recommends a reduced study load or break from study</li> </ul>
<p><b>Bereavement of close family members</b></p> <ul style="list-style-type: none"> <li>➤ Evidence required: death certificates and evidence of relationship</li> </ul>
<p><b>Major political upheaval or natural disaster in the home country which has impacted on the student's ability to study</b></p> <ul style="list-style-type: none"> <li>➤ Evidence required: media reports of civil war/significant political unrest or natural disaster plus evidence of student's residency in the specific affected area, and letter from counsellor/psychologist assessing that stress has/will prevent student from studying</li> </ul>
<p><b>Permanent or temporary disability.</b></p> <ul style="list-style-type: none"> <li>➤ Evidence required: letter from RMIT Disability Liaison Unit recommending a reduced study load or a break from study</li> </ul>
<p><b>Incident or issue causing distress to student impacting on their capacity for study e.g, involvement in a serious accident, witnessing or being the victim of a serious crime</b></p> <ul style="list-style-type: none"> <li>➤ Evidence required: police or counsellor/psychologists' reports</li> </ul>
<p><b>Delay in receiving a student visa requiring student to travel offshore</b></p> <ul style="list-style-type: none"> <li>➤ Evidence required: correspondence from DIAC</li> </ul>
<p><b>Military Service obligations</b></p> <ul style="list-style-type: none"> <li>➤ Evidence required: Correspondence from military organisation</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>➤ Evidence required: any relevant certified document attesting that situation is outside student's control and affects their ability to study.</li> </ul>

Please note that an inability to pay tuition fees alone is not considered a compassionate/compelling circumstance for international student visa holder. It is a condition of your student visa to have sufficient funds for study and living purposes.