

UOW ADMINISTRATION

## APPLICATION FOR LEAVE OF ABSENCE – DOMESTIC

### CONDITIONS

1. This form is for domestic students who intend to take a Leave of Absence from their study.
2. You become eligible to apply for Leave of Absence at the beginning of your second session of enrolment.

### INSTRUCTIONS

1. Please read the course rules before completing this form.  
<http://www.uow.edu.au/handbook/generalcourserules/UOW028640.html> (Section 6.32 - Leave of Absence)
2. After the approved period of Leave of Absence is complete you must re-enrol in the following session.
3. Head of Students/Assoc Dean/Dean approval **MUST** be sought for the following students enrolled in:

|   |              |                             |
|---|--------------|-----------------------------|
| Honours   | Postgraduate | Graduate School of Medicine |
| <i>Supporting documentation may be required</i> |              |                             |

4. Academic Advice is strongly encouraged if you are enrolled in courses from the following Faculties prior to the submission of this application:

|     |     |      |
|-----|-----|------|
| LHA | SOC | SMAH |
|-----|-----|------|

Contact your Faculty directly: <http://www.uow.edu.au/about/faculties/index.html>

5. Undergraduate students seeking Leave of Absence exceeding one year (total) **MUST** seek approval from the relative Head of Students/Assoc Dean/Dean before submitting the application.
6. Return your completed application form to the relevant Faculty Central:

|                 |   |
|-----------------|---|
| <b>BUSINESS</b> | Level 1, Building 40  |
| <b>EIS</b>      | Ground Level, Building 4, room G12  |
| <b>LHA</b>      | Level 1, Building 19  |
| <b>SMAH</b>     | StudentHub 41 Main foyer, Building 41                                     |
| <b>SOC</b>      | Education - Building 23 G21   |
|                 | Psychology and Health and Society - StudentHub 41 Main foyer, Building 41 |

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### PERSONAL DETAILS

|              |              |                 |
|--------------|--------------|-----------------|
| First Name:  | Last Name:   | Student Number: |
| Course Code: | Course Name: | Major:          |

### LEAVE OF ABSENCE DETAILS

|  |          |   |       |
|--|----------|---|-------|
| During this degree, have you had a Leave of Absence: | Yes / No | If Yes, please provide the following information: |       |
|  |          | Session:  | Year: |

|  |          |       |
|--|----------|-------|
| I wish to take a Leave of Absence for: | Session: | Year: |
|--|----------|-------|

|  |                          |                 |                          |
|--|--------------------------|-----------------|--------------------------|
| Reason for Leave of Absence: (Please tick one (1) option only) |                          |                 |                          |
| Work Commitments   | <input type="checkbox"/> | Sick Leave      | <input type="checkbox"/> |
| Standard Leave of Absence                                      | <input type="checkbox"/> | Overseas Travel | <input type="checkbox"/> |
| Other (please state reason):                                   |                          |                 |                          |
|  |                          |                 |                          |
|  |                          |                 |                          |

I acknowledge that I have read and have accepted the conditions outlined in this form.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

|                      |            |       |
|----------------------|------------|-------|
| <b>Approval:</b>     | Yes / No   | Date: |
| Approver's Name:     | Signature: |       |
| Approver's Position* |            |       |

\*Faculty approver must be as per the Delegations of Authority Policy