



## Discontinuation or Break from Studies for Student Visa holders

### **A How-to Guide for Discontinuation or Break from Studies applications**

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#### **Student Visa holder's study requirements**

As an international student on a Student Visa, you must maintain a full-time study load and complete your program by the end date of your Confirmation of Enrolment (CoE). [See Enrolment Policy items 35-38.](#)

This means enrolling in a full-time study load every compulsory term (i.e. 40 credit points in Autumn/1H, Spring/2H or 20 credit points in a Quarter teaching term. College students usually have 40cps per term but sometimes have 30cps due to the program structure.)

However, if you have academic or extenuating/medical reasons you may need to take a break from studies (Leave of Absence) or discontinue your program. ([ESOS National Code Standard 9](#))

#### **CoE/Visa implications**

- Taking a Leave of Absence (LoA) may have an impact on your CoE and Visa as the program completion date might change.
- If your resignation is processed and your CoE is cancelled and you're not leaving Australia, you must arrange alternative options to remain lawfully in Australia.

Please contact the Department of Home Affairs (Immigration) by phoning 131 881 to discuss any visa matters.

#### **Notes:**

- **You cannot apply for LoA in your first term. Instead, you will need to lodge a deferment request to [International Admissions](#). If you have any questions, please contact**

**International Admissions by email at**  
**[apply@westernsydney.edu.au](mailto:apply@westernsydney.edu.au)**

- **Applications must be submitted by the [Census date](#) of the current term if you want to avoid any academic or financial penalty.**

**What do academic and extenuating/medical reasons mean?**

<b>Academic reasons</b>	<b>Extenuating/Medical reasons</b>
<p>Academic reasons can include, but are not restricted to, the following:</p> <ul style="list-style-type: none"><li>• A subject necessary for program completion is not available (not offered).</li><li>• A timetable clashes.</li><li>• Credit for Prior learning is being processed.</li><li>• A subject required for program completion is not available on the home campus.</li></ul>	<ul style="list-style-type: none"><li>• Extenuating circumstances which are out of your control (e.g. Serious illness, bereavement, emergency travel).</li><li>• You must be able to prove that this circumstance affected you personally, and the impact is extensive enough to prevent you from studying for the relevant teaching term.</li></ul>

**How do I apply?**

<b>Academic reasons</b>	<b>Extenuating/Medical reasons</b>
<ul style="list-style-type: none"><li>• Complete the <a href="#">Discontinuation or Break from studies form via WesternNow</a>.</li><li>• If you are unsure about your enrolment, we encourage you to speak with your Director of Academic Program (DAP) or Program Advisor before submitting the application.</li></ul> <p>Visit <a href="#">Schools</a> page or refer to</p>	<ul style="list-style-type: none"><li>• Prepare supporting document Refer to <a href="#">What is acceptable supporting documentation</a> page to help you prepare relevant documents.</li><li>• Complete the <a href="#">Discontinuation or Break from Studies application form via WesternNow</a></li></ul>

<p>previous page for contact details of your Director of Academic Program (DAP) or Program Advisor.</p> <p><i>International College Student contact International College on 9685 9673 or 96859860, or email at <a href="mailto:WSUIC@westernsydney.edu.au">WSUIC@westernsydney.edu.au</a> for further guidance.</i></p>	<p><b>NOTE:</b> If unsure, please make an appointment with a Student Welfare Officer <u>before</u> submitting the request form to discuss your extenuating circumstances. To book an appointment, please send an <a href="mailto:welfareservice@westernsydney.edu.au">welfareservice@westernsydney.edu.au</a> or call 1300 668 370 (option 4 then 1) +61 2 9685 5199 (from overseas)</p>
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### **Important:**

**The supporting documentation must be relevant to your application. If you apply for medical reason, Medical certificate or Medical information form must indicate the severity and gravity of your extenuating circumstance. Specifically, within the limits of confidentiality, it must have a description of the nature and seriousness of your situation and its duration.**

**Examples of other/additional supporting documentation includes:**

- **A copy of flight tickets**
- **A new offer letter from another education provider**
- **A copy of new visa granted**

### **What happens next?**

- The application process may take up to 10 working days. Please note that incomplete application may be declined.
- You must remain enrolled in a full-time study load and attend all classes until you receive an email with the outcome of your application. If your application is successful, you can make necessary adjustments in your My Student Record (MySR) in accordance with the outcome of your application.

- If you need a new CoE in order to extend your study visa, please submit [CoE extension request](#) via WestenNow.
- If your student visa expires before you complete your program requirements, you must lodge a new student visa application. You can check your student visa end date on the [Visa Entitlement Verification Online \(VEVO\)](#) found on the Immigration webpage.
- If you require further information regarding your visa you can contact the Department of Home Affairs (Immigration) on 131 881 or visit <https://www.homeaffairs.gov.au/>

### **How do I resume my studies once my leave period ends?**

- You will receive an email to advise when enrolment opens for the following term. Log into MySR to enrol in 40 credit points or your remaining subjects for that term. If you do not enrol by the census date of that term, you will be deemed to have abandoned your program of study. This means that your CoE will be cancelled and you will need to apply for re-admission through the International Admissions if you wish to resume your studies in the future.

#### **Further information:**

- A Leave of Absence can be taken over three, six or twelve months. The maximum amount of leave you can take during your program is twelve months. If approved, it will be recorded on your CoE (Confirmation of Enrolment). If you need further leave beyond 12months, you must get approval from Director of Academic Program (DAP).
- Discontinuation means resignation from the program. This means your CoE will be cancelled, which may impact on your student visa. If a student needs Release to transfer to another education provider, they must speak with a Welfare Officer to discuss their reasons and eligibility. Not all international students are eligible to change their education provider. For more information, please visit [HERE](#).

**Student Welfare Service can be contacted on 1300 668 370 (option 4 then 1) or +61 2 9685 5199 from overseas, or via email [welfareservice@westernsydney.edu.au](mailto:welfareservice@westernsydney.edu.au)**