



DISCONTINUATION OR BREAK FROM STUDIES

LOCKED BAG 1797, PENRITH NSW 2751

Complete this form in **BLACK INK** using **CAPITAL LETTERS** and carefully read the information on page two before you start.

- Submit this form to:
- apply for a leave of absence (to take a break) from study (fill in section 2A only)
 - discontinue (drop out of) units after census (fill in section 2B only)
 - resign from your course at Western Sydney University (fill in section 2C only)

1 - PERSONAL DETAILS

Student ID number	Daytime phone number	Are you a student visa holder?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Title	Family name	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Given name(s)		
<input style="width: 100%;" type="text"/>		
Course code	Course name	Mode of study
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Full time <input type="checkbox"/> Part time

2A - LEAVE OF ABSENCE (TAKING A BREAK FROM STUDY)

Year to start leave: Session to start leave: Total leave duration: NUMBER OF MONTHS

Session/s to have off study (choose the relevant teaching session/s for your course)

Standard teaching sessions (6 months per session) <small>• most undergraduate, some postgraduate and teaching (1H and 2H)</small>		Quarters (3 months per session) <small>• some honours and postgraduate</small>		Terms (4 months per session) <small>• The College students only</small>	
<input type="checkbox"/> Autumn	<input type="checkbox"/> 1H	<input type="checkbox"/> Q1	<input type="checkbox"/> Q3	<input type="checkbox"/> T1	<input type="checkbox"/> T3
<input type="checkbox"/> Spring	<input type="checkbox"/> 2H	<input type="checkbox"/> Q2	<input type="checkbox"/> Q4	<input type="checkbox"/> T2	

REASON FOR LEAVE - STUDENT VISA HOLDERS ONLY

If you are a student visa holder, you can only request a Leave of Absence in compelling (e.g. academic) or other extenuating circumstances and you must have this form signed by the appropriate staff member.

Academic reasons <small>must be signed by your Director of Academic Program (DAP)</small>	Other extenuating circumstances* <small>must be signed by the Student Welfare Service</small>
<input type="checkbox"/> Units not available (e.g. units not on offer, timetable clash)	<input type="checkbox"/> Medical
<input type="checkbox"/> Other academic reasons (give details below) <hr style="width: 80%; margin-top: 5px;"/>	<input type="checkbox"/> Other extenuating circumstances <hr style="width: 80%; margin-top: 5px;"/>
	<small>*Supporting documentation must be supplied</small>

DAP OR Student Welfare Service	DAP OR Student Welfare Service	Date
NAME	SIGN HERE	D D / M M / Y Y Y Y

2B - DISCONTINUE (DROP OUT OF) UNITS AFTER CENSUS

You will automatically be awarded an 'E' (fail discontinued) grade for each of the units you list below. You must complete a Withdrawal Without Academic Penalty Application form if you want to apply for your 'E' grade to be changed to a 'W' grade.

Teaching session	Unit number	Unit name

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal, an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

2C - RESIGNATION FROM COURSE - INTERNATIONAL STUDENTS ONLY

Domestic Students (Australian Citizens and Permanent Residents, plus NZ Citizens) can request to discontinue their course through MySR under Course Records.

Specify the date you wish to resign from this course:

D	D	/	M	M	/	Y	Y	Y	Y
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REASON FOR RESIGNATION

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Accepted another Western offer | <input type="checkbox"/> English Proficiency | <input type="checkbox"/> Health reasons | <input type="checkbox"/> Took up employment instead of study |
| <input type="checkbox"/> Accepted offer at another uni | <input type="checkbox"/> Excessive study load | <input type="checkbox"/> Location issues | <input type="checkbox"/> Transport reasons |
| <input type="checkbox"/> Course not suitable | <input type="checkbox"/> Financial reasons | <input type="checkbox"/> Personal issues | <input type="checkbox"/> Work commitments |
| <input type="checkbox"/> Other reasons: _____ | | | |

STUDENT VISA HOLDERS ONLY - this section must be signed by the Student Welfare Service or a SEIS International Liaison Officer (SILO)

Student Welfare Service/SILO

Student Welfare Service/SILO

Date

NAME

SIGN HERE

D	D	/	M	M	/	Y	Y	Y	Y
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3 - DECLARATION AND SIGNATURE

I declare that I have read and understood the instructions below. Please amend my University records to show that I am changing my enrolment as indicated above.

Student's signature

Date received



SIGN HERE

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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IMPORTANT INFORMATION

Applying before and after census dates

Applying before the census date: If you submit a request for Leave of Absence (LOA) or Resignation on or before the relevant census date, you will not be liable for any tuition fees, for any units you were enrolled in. If you wish to discontinue units before census, do so through MySR.

Applying after the census date: If you submit a request to discontinue units, resign or apply for a LOA after the census date, you will receive E grades (failed - discontinued) for any enrolled units. You will also be liable for any tuition fees for these units. If you paid your fees up front for the session you will not be entitled to a refund.

If you have submitted a request due to extenuating circumstances, you have the option of submitting a Withdrawal Without Academic Penalty Application. If your application is successful, you will be given 'W' grades for these units and you will not be liable for the tuition fees. This tuition fee credit will be applied to your tuition fees for the next session. For more information see westernsydney.edu.au/droppingunits.

Information on census dates can be found at westernsydney.edu.au/census.

Policies

LOA, resignation and discontinuing units after census are covered by the University's Enrolment policy, available at westernsydney.edu.au/policy under 'E' in the policy list.

Additional Leave of Absence (break from study) information

To be eligible for a LOA you must have been enrolled in one or more units past the census date for your first session of study. If you have been suspended or excluded from Western Sydney University, you are not eligible for LOA.

Maximum period of leave: You are allowed to take a maximum of 12 months LOA from your course. If you need to take additional LOA, you will need to provide supporting evidence with your application, as well as written approval from your Director of Academic Program or Academic Course Advisor.

Returning from leave: We will send you an email to advise when enrolment for the next session has opened. You will need to log into MySR and enrol in units for that session. If you do not enrol by the census date of that session, you will be deemed to have abandoned your course of study. This means that you will need to apply for re-admission through the Universities Admissions Centre (UAC) or International Admissions if you wish to resume your studies in the future.

Lodging this form

Please lodge this form at any Student Central, or post to: Student Central, Western Sydney University, Locked Bag 1797, PENRITH NSW 2751

Higher Degree Research students

To apply for a LOA, please refer to westernsydney.edu.au/research/research_candidates/forms. If you want to resign from your course you will need to submit a written request to the Graduate Research School.

International students - student visa holders

LOA: Standard 13 of the ESOS National Code aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_13.htm requires that a LOA can only be considered for you under 'compassionate or compelling' circumstances, and cannot (generally) be granted retrospectively. You must attach documentary evidence to this application and understand that your application may be refused.

Discontinue: Please note, discontinuing units or reducing study load at any time may delay course completion. If you are studying less than a full time study load, you must complete an Approval for Reduced Study Load application form.

Resignation: If you resign, this will ultimately lead to your visa being cancelled. Within a month of resigning, you must either:

(a) leave Australia or

(b) lodge a valid application for a new visa

If you plan to study at another Australian education provider after resigning from Western Sydney University, please note that there are important restrictions for student visa holders. See westernsydney.edu.au/internationaltransfers for details of these restrictions.