



## Leave of Absence (LoA) for Student Visa holder

### **A How-to Guide for Leave of Absence application**

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

A Leave of Absence is a temporary break from studying. Once you have completed one or more units in your enrolled course, you can apply for a Leave of Absence. A Leave of Absence can be taken as either six or twelve months. The maximum amount of leave you can take during your course is twelve months.

Some students, however, may experience extenuating/medical reasons and may need to take a break from their studies.

#### **Important:**

- **LoA applications must be submitted by [Census date](#) of the current session. Any application lodged after census will not be considered.**
- **A Leave of Absence may have an impact on your CoE and Visa as your course end date might change. This means you may need to apply to extend your CoE and your Student Visa. If you have any questions, please contact the Student Welfare Service.**
- **If it is your first session of study, you may be not eligible to apply for LOA. Instead, you will need to lodge a deferment request to [International Admissions](#). If you have any questions, please contact the Student Welfare Service.**

**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 unit necessary for course completion is not available (not offered).</li> <li>• A timetable clashes.</li> <li>• Advanced Standing is being processed.</li> <li>• A unit required for course 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 a compulsory teaching period.</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</a>.</li> <li>• Meet with your Director of Academic Program (DAP) or Academic Course Advisor (ACA) to discuss study plans seek approval. If approved the DAP or ACA will sign the Discontinuation or Break from Studies form.</li> </ul> <p>Visit <a href="#">Schools</a> page or refer to previous page for contact details of your Director of Academic Program (DAP) or Academic Course Advisor (ACA).</p> <p>International College Student contact International College on 9685 9673 or 96859860, or email at <a href="mailto:WSUIC@westernsydney.edu.a">WSUIC@westernsydney.edu.a</a></p>	<ul style="list-style-type: none"> <li>• Complete the <a href="#">Discontinuation or Break from studies form</a>.</li> <li>• Prepare supporting document Refer to <a href="#">What is acceptable supporting documentation</a> page to help you prepare relevant documents.</li> <li>• Go to <a href="#">Online Request Form</a> to apply</li> </ul> <p>NOTE: If unsure, please make an appointment with a Student Welfare Officer <u>before</u> submitting the request form to discuss your extenuating circumstances <a href="mailto:welfareservice@westernsydney.edu.au">welfareservice@westernsydney.edu.au</a></p>

<p><u>u</u> for further guidance.</p> <ul style="list-style-type: none"><li>• Submit your approved Discontinuation or Break from Studies application form to Student Central at <a href="mailto:studentcentral@westernsydney.edu.au">studentcentral@westernsydney.edu.au</a></li></ul>	
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### **Important:**

**The supporting documentation should 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.**

**If you intend to leave Australia, a copy of your flight ticket maybe required.**

**If you intend to remain in Australia during your leave period, it is advisable that you discuss any visa implications with Department of Home Affairs (Immigration) by phoning 131 881**

### **What happens next?**

- If you applied for LoA, the application process may take up to 10 working days.
- You must remain enrolled in a full-time study load and attend all classes until you receive an email with application outcome via your student email. If your application is successful, you can make a necessary adjustment in your My Student Record (MySR) according to the outcome of your application.
- If your student visa expires before you complete your course 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 session. Log into MySR to enrol in 40 credit points or your remaining 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 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.

**Important: 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.**

Student Welfare Service can be contacted on 1300 668 370 or via email [welfareservice@westernsydney.edu.au](mailto:welfareservice@westernsydney.edu.au)