

# A53 – LEAVE OF ABSENCE (INTERNATIONAL) (SYDNEY & BRISBANE)

This form is for onshore international students (excluding postgraduate research students) who need a Leave of Absence from study. If you are a research student, please complete the [A52 Leave of Absence \(Research\)](#) form instead.

An LOA request may only be submitted on or prior to the census date for the relevant study period/s.

## Visa Requirements:

As per [Visa Condition 8202 of the Subclass 500 Student Visa](#), International students must maintain enrolment and satisfactory attendance for each study period in their course as required by their education provider (VU)

As per Part F (34), a., of [Victoria University's Enrolment Procedure](#), onshore international students may only vary their enrolment in line with the requirements of their visa and relevant legislation and must ensure that across study periods within a calendar year they are enrolled in a full-time study load, unless they have obtained written permission from Student Administration on the basis of acceptable leave of absence (for example: on the basis of Compassionate or Compelling Circumstances).

**International students who go on an unauthorised leave of absence will breach their student visa conditions, will be cancelled due to inactivity and will have their Confirmation of Enrolment (CoE) terminated.**

## How to complete and submit this form:

1. Complete **Sections 1 to 3 (Option A or B)** and **Section 4**.
2. Submit your application and all supporting documentation to the Student Administration Team via [studentadministration@vusydney.edu.au](mailto:studentadministration@vusydney.edu.au).
3. The Course Coordinator will complete Section 5 and provide a Study Plan.
4. The Student Administration Team will process your request and send you an outcome with a copy of the completed form and Study Plan.
5. You will receive an outcome via your VU email.

**Please allow 10 working days from the date the application is submitted to the Student Administration Team for your request to be processed.** The Student Administration Team will contact you via email if further information is required.

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

## 1. PERSONAL DETAILS

Student ID		Family name	
Given names		Date of birth	
Are you a sponsored student? <input type="checkbox"/> Yes (please provide the name of your sponsor below) <input type="checkbox"/> No			
Sponsor name			

**Please note: If your address changes during your leave of absence period, please ensure that you update your details online using MyVU.**

## 2. COURSE DETAILS

What VU course are you currently enrolled in?

Course title		Course code	
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### 3A. REASON AND SUPPORTING DOCUMENTATION OPTION A

If you are applying due to reasons 1-3, please select reason/s for LOA and add supporting documents as required, then **proceed to Section 4**.

The Course Coordinator will provide a Study Plan and request the necessary study periods for LOA. Submit your application at [studentadministration@vusydney.edu.au](mailto:studentadministration@vusydney.edu.au).

- ☐ 1. Applying solely due to course-related circumstances outside your control (e.g. unit availability/prerequisites, no supporting documentation required, your Course Coordinator will provide a Study Plan and confirm course structure).
- ☐ 2. Change of thesis topic or thesis extension (attach a signed supporting letter from your Course Chair)
- ☐ 3. Academic Progress decision resulting in an intervention strategy (attach Academic action plan and recommendation from a Learning Support Advisor).

### 3B. REASON AND SUPPORTING DOCUMENTATION OPTION B

If you are applying due to reasons 4-10, please select reason/s for LOA and add supporting documents as required.

All reasons require a signed personal statement outlining the reason for LOA in addition to further supporting documentation as listed below.

Then list the study period/s you wish to apply for an LOA, and complete Section 4, submit your application through [studentadministration@vusydney.edu.au](mailto:studentadministration@vusydney.edu.au).

- ☐ 4. Serious illness or injury (attach medical certificate or other relevant medical documents).
- ☐ 5. Bereavement of a family member or another traumatic experience (attach supporting evidence such as a death certificate, letter from counsellor, police report etc.).
- ☐ 6. Political upheaval or natural disaster in one's home country required emergency travel (Notification from Home Affairs, or other official evidence, airline ticket).
- ☐ 7. Military service in home country (attach official notice from the home government department managing conscription).
- ☐ 8. Time off study due to pregnancy and childbirth (attach medical certificate or other relevant medical documents including expected due date - approximately eight weeks may be granted).
- ☐ 9. Medical condition related to pregnancy and childbirth that impacts ability to study. (attach medical certificate or other relevant medical documents).
- ☐ 10. Other (please specify and provide supporting documents)

If you are not enrolled in any of the following four (4) or eight (8) week blocks/study periods, you will require an LOA:

**Four week blocks:** H1B1 (Semester 1 Block 1), H1B2, H1B3, H1B4, H2B1, H2B2, H2B3, H2B4.

**Eight week blocks:** H8W1 (8 Week Block 1), H8W2, H8W3, H8W4, H8W5

Study period	Year

Study period	Year

## 4. STUDENT DECLARATION

Please check all boxes.

- ☐ The information I have provided in the LOA application and all attached supporting documents are true and correct.
- ☐ I have read and understand the information required in the LOA application and Privacy Statement, and agree to abide by VU Policy.
- ☐ I have attached all supporting documents as required in Section 3 (a or b) of the LOA application.
- ☐ I understand that if my LOA application is approved I will be supplied with a Study Plan and I am responsible for completing the required units as per the Study Plan. Any deviation from this requires Course Coordinator consultation. I understand that the Study Plan and expected completion date are indicative only and subject to change.
- ☐ I understand that taking a Leave of Absence may impact my CoE and I will be issued a new CoE if deemed necessary for my course completion.
- ☐ I understand that taking a Leave of Absence may have implications on my student visa and I should contact the Department of Home Affairs on 131 881 for further information.

Signature

Date

## 5. COURSE COORDINATOR REVIEW AND STUDY PERIODS (COURSE COORDINATOR TO COMPLETE)

If the student selected course related reasons 1-3, please list the study periods required for LOA below.  
Leave this section blank if student selected reasons 4-10.

Study period	Year

Study period	Year

Course Coordinator Specialist Group (select from drop-down list)

Comments

Will the duration of the course be impacted? ☐ Yes ☐ No ☐ N/A Expected final study period

Study Plan involved? ☐ Yes ☐ No

Signature

Date

**OFFICE USE ONLY****Initial Review & Approval by Compliance Officer**Form and all supporting documents received  Date Form and all supporting documents verified and approved ☐ Yes ☐ NoComments Name **Signature****Date****Processing by Student Administration Officer**Application Processed ☐ Yes ☐ No Form and all supporting documents uploaded in systems ☐ Yes ☐ NoApproval updated in systems ☐ Yes ☐ NoComments Name **Signature****Date****PRIVACY STATEMENT**

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website [vu.edu.au/privacy](https://vu.edu.au/privacy)

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

**PRIVACY INFORMATION:** We collect and protect your personal information in accordance with our Privacy Policy [vu.edu.au/privacy](https://vu.edu.au/privacy).

**CONTACT US**

If you have any questions, you can email us at [studentadministration@vusydney.edu.au](mailto:studentadministration@vusydney.edu.au), call us on +61 (07) 3210 7402 (VU Brisbane) or +61 (02) 8265 3222 (VU Sydney) or visit us at our campus locations.

You can find our campus at the following locations:

- ♦ VU Brisbane: Level 1/269 Wickham St, Fortitude Valley QLD 4006
- ♦ VU Sydney: Level 1/160 Sussex St, Sydney NSW 2000