

# The Imperial College of Australia

A.B.N. 85 123 406 039

212 Hoddle St, Abbotsford Victoria 3067, Australia

Postal Address: PO Box 375, Abbotsford Victoria 3067, Australia

Tel 61 3 9417 4777, Fax 61 3 9417 4787

Web [www.imperial.edu.au](http://www.imperial.edu.au) Email [info@imperial.edu.au](mailto:info@imperial.edu.au)



## Leave of Absence Form

Please read the attached frequently asked questions and complete the checklist before submitting your application for leave form to ensure your request is processed correctly.

[Please complete all detail in BLOCK PRINTING]

Imperial Student Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Course Code:	<input type="text"/>
Student Name	<input type="text"/>							<input type="text"/>	
	Surname or Family Name							Given Names	
Contact Details <small>Only complete if details have changed from previous advice</small>	<input type="text"/>					<input type="text"/>		<input type="text"/>	
	No and street (or PO Box no)					Suburb or town		State	
	<input type="text"/>					Aust Postcode			
Telephone	<input type="text"/>							Email	<input type="text"/>
International Student	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>					
The first study day LEAVE is to take effect from:					The first study day of RETURN to study:				
Candidate's Comment: (attach additional page/s if required)									
<p><b>International students only</b> – please include address and contact number if outside Australia. International student must update their address details with Imperial and DIBP within 7 days of any change – this is a condition of all student visas.</p>									
Student's Signature:					Student's Email Address:				

### For office use only

#### CEO's Approval

Approved

Rejected

Comments:

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CEO's Signature

Date

*It is the responsibility of the candidate to be conversant with current course rules/regulations governing his/her candidature.*

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## International Students Leave of Absence Frequently Asked Questions and Checklist

### Are you an International Student?

You are an international student if you are not a citizen of Australia or New Zealand, or have not been granted permanent residency or a permanent humanitarian visa in Australia. As an international student and as per the conditions of your visa you must study full time for further information please contact [admissions@imperial.edu.au](mailto:admissions@imperial.edu.au)

### When do you need to apply for leave?

Please advise immediately if your circumstances change. You must apply for leave at least 4 weeks prior to ensure that you are advised of approval prior to taking the proposed leave. Retrospective leave applications place the validity of your student visa at risk.

### What are the Grounds for taking Leave of Absence?

International students who hold a student visas are subject to visa conditions that restrict their opportunities to take Leave of Absence (LOA) from their course. This is subject to any requirements or conditions for leave of absence specified in the [Educational Services for Overseas Students Act 2000 \(Cwth\)](#) (para 38 National Code of Practice).

ESOS legislation prescribes that the education provider must not allow international students on student visas to take Leave of Absence (LOA), except for the following reasons:

- Illness or medical condition

Your application for LOA should include medical certificates stating that the nature of illness prevents you from continuing your studies.

- Exceptional compassionate circumstances beyond your control, for instance bereavement or illness of a parent, grandparent or sibling.

Applications for LOA should include evidence that the circumstances are compassionate, exceptional and beyond your control.

The following examples are **not** grounds for Leave of Absence under ESOS legislation:

- Financial or study difficulties,
- Family obligations,
- Employment opportunities.

For exceptional circumstances you may apply for up to six months Leave of Absence. Please note that the Department of Immigration and Border Protection (DIBP) may consider cancelling your visa if your reasons do not meet the exceptional circumstances criteria.

### How will you know the leave is approved?

You will receive written advice about your application for LOA from Student Support Services and approved LOA is reported to the Department of Immigration and Border Protection (DIBP) Please note that the Department of Immigration and Border Protection (DIBP) may consider cancelling your visa if your reasons do not meet the exceptional circumstances criteria.

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## International Student Leave of Absence Checklist:

- I am aware of the fee and visa implications for international students intending to take Leave of Absence
- I am aware that I need to seek approval if I am planning undertaking international fieldwork as it may have fee or visa implications.
- I have included with this application: certified medical certificates and supporting official documentation
- I am aware that Confidential Advise and Counselling is available and that all international students are encouraged to speak to Student Support Services for confidential advice before making a final decision to apply for Leave of Absence on telephone 03 9417 4777
- I am aware that International students on student visas can not remain in Australia during leave periods, however I can discuss this requirement if I contact Imperial at [admissions@imperial.edu.au](mailto:admissions@imperial.edu.au)

## When and how do you need to advise Returning from Leave?

If you have been approved leave of absence for a period up to 6 months, your student visa should remain valid for your return to Australia. However, you are strongly encouraged to confirm your student visa status with DIBP (your closest Australian Diplomatic or High Commission) at least 2 months prior to your return to ensure that you are eligible to re-enter Australia. Please note that the Department of Immigration and Border Protection (DIBP) may consider cancelling your visa if your reasons do not meet the exceptional circumstances criteria.

You are expected to return to Imperial by the end of the specified Leave of Absence period and to enrol in full-time study. Failure to return without notification will result in discontinuation of your enrolment at Imperial and cancellation of your student visa (if not cancelled previously). Please contact Student Support Services or [admissions@imperial.edu.au](mailto:admissions@imperial.edu.au) for further information and assistance.

If your student visa has been cancelled or your student visa will expire prior to your return from Leave of Absence, please contact Student Support Services or [admissions@imperial.edu.au](mailto:admissions@imperial.edu.au) two months prior to your return to organise a new eCOE. Please note that in some countries it may take longer than 2 months to apply for another student visa, and therefore you need to ensure you contact Imperial in plenty of time to return to your studies. You will need to provide evidence of current Overseas Student Health Cover (OSHC) in order to apply for a new student visa.

If you do not intend to return from Leave of Absence at the expected time you should inform Imperial.

If you do not return from Leave of Absence by the specified date and in the future you wish to return to Imperial to study, you will be required to make an application for re-admission.