LEAVE OF ABSENCE APPLICATION FORM
(International Student)

IMPORTANT INFORMATION

☐ Melbourne, Sydney, Brisbane, Perth or Rockhampton Campus Student (please return this form to your relevant campus).
☐ Regional Campus International Student (please email this form to internationalsupport@cqu.edu.au)

APPLICANT’S DETAILS

Title □ Mr □ Mrs □ Ms □ Miss □ Dr □ Other

Family name

Given names

Australian Street Address

Town/city

Country State Postcode

Telephone number Mobile

Home Country Street Address

Town/city

Country State Postcode

Telephone number Mobile

Email address

Course code Course name

Current campus Student number

REQUESTED LEAVE PERIOD TO TAKE EFFECT FROM

☐ Term 1 ☐ Term 2 ☐ Term 3 You may incur penalties if you are requesting leave from your course after the last day to drop without academic or financial penalty for the term (Please refer to the Withdrawal Without Academic Penalty Guidelines if withdrawing after census date)

Please refer to the relevant Calendar of Principal Dates, the Leave of Absence and the Refund Policy on the website cqu.edu.au

☐ Australia ☐ Offshore Where will you be during your leave of absence

RETURN FROM LEAVE PERIOD TO TAKE EFFECT FROM

If you need to extend your leave, you must notify your campus prior to the last day to add units for the relevant return to study term. A new application must be lodged with new supporting documentation. Failure to do so will result in your course and CoE being cancelled for failing to return to studies.

☐ Term 1 ☐ Term 2 ☐ Term 3

GROUND FOR DEFERMENT

☐ Medical grounds ☐ Exceptional circumstances

Please provide a detailed letter outlining your reasons for your requested Leave of Absence (International students must state the reason, and provide supporting documentation as CQU is obliged to report this information to the Department of Home Affairs (DHA)).
Even though CQUniversity may approve your application for a Leave of Absence, DHA may not accept the reasons provided and may proceed to cancel your visa and impose a three-year ban on re-application for student visa. Information concerning the period of leave will be conveyed to DHA who are likely to make enquiries concerning your reasons for taking leave and are able to check movement records to determine whether the student has left Australia. It is strongly advised that you contact the Australian Embassy in your home country to check the status of your student visa before attempting to travel back to Australia.

I have read and understood the Leave of Absence Principles and Procedures. I understand that if I have requested a Leave of Absence for term 1 or term 2, then term 3 becomes a compulsory study term.