

Leave of Absence Form

Completed forms must be emailed to the Faculty of Health & Medical Sciences Student and Program Support Services Hub:
askhealthsc@adelaide.edu.au

Student Information:

Family Name: _____ First Name: _____

Student ID: _____ Student Email: _____@student.adelaide.edu.au

Phone Number: _____

Type of Student (please tick applicable): International Domestic
 Academic career: Undergraduate Postgraduate Research

Current Program:

Please list the program from which you wish to take leave of absence.

Program name: _____

I request leave of absence for: (specify semester/s) Semester ____ Year 20____ and Semester ____ Year 20____

Have you previously been granted leave of absence from this program? Yes No

If yes, please indicate previous period of leave: From _____ to _____

I intend to recommence studies in: Year _____ Semester _____

Student Signature _____ Date _____

***For MBBS / BDS / BOH / BNURS / MCN / Clinical Postgraduate students only:**

You must seek and obtain approval by the relevant coordinator(s) before this application is submitted.

Coordinator Name: _____ Coordinator Signature: _____ Date _____

Undergraduate Clinical Programs: (BDS / MBBS / BOH / BNURS)

Find your Program Coordinator here:

health.adelaide.edu.au/study-with-us/student-support/program-coordinators

Postgraduate Clinical Programs: (MCN / MCP / MPSYC)

Find your Program Coordinator here:

health.adelaide.edu.au/study-with-us/student-support/program-coordinators#postgraduate-coursework

Reason for request:

- Medical Personal Travelling overseas/interstate
 Family commitments Work commitments Cross institutional outbound study
 Other _____

Important reminder:

Dropping classes: Before this application can be processed you **must** drop all courses for the semester(s) for which you are requesting leave. This must be done **before the relevant Census date**. **Failure to do so means you will incur the cost** of the tuition fees or HECS-HELP fees normally charged for your courses. Students will incur an academic penalty if the form is received after the relevant census date.

Scholarship recipients & sponsored students: Scholarship recipients need to seek approval from their sponsor to defer scholarship. Failure to do so could result in loss of entitlement.

FACULTY USE ONLY: Entered into PeopleSoft TRIM Email sent to: Student ISS/CP Team Notified

Date: _____ Initials of actioning advisor: _____