

Application for leave of absence

Students at partners outside Australia

RMIT student number _____ Date of birth (DD/MM/YYYY) _____

Full name _____

Partner institute _____ Contact telephone number _____

This form is for students studying in RMIT programs delivered outside Australia at a partner institute.
 RMIT students studying at Singapore Institute of Management apply via SIMConnect.
 You must read the information on page 2 before completing this form.
 Lodge the completed form with your partner institute.

Current program/s

I wish to take leave of absence from

Program name _____ Program code (if known) _____

Leave of absence effective from (semester/trimester) _____ returning semester/trimester _____

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

My reason for taking leave of absence is: (tick one box only)

- | | | |
|---|---|--|
| <input type="checkbox"/> academic difficulties | <input type="checkbox"/> tuition fees too high | <input type="checkbox"/> travelling overseas |
| <input type="checkbox"/> program not what expected | <input type="checkbox"/> financial hardship | <input type="checkbox"/> medical |
| <input type="checkbox"/> dissatisfaction with program | <input type="checkbox"/> work commitments | <input type="checkbox"/> personal |
| <input type="checkbox"/> course/s unavailable this semester | <input type="checkbox"/> visa not granted | <input type="checkbox"/> national service |
| <input type="checkbox"/> English language difficulties | <input type="checkbox"/> family commitments | <input type="checkbox"/> COVID-19 impacts |
| <input type="checkbox"/> support difficulties | <input type="checkbox"/> other (please specify) _____ | |

Student declaration

- I understand that all enrolments will be dropped for courses not completed at the time leave commences, only in the relevant semester/trimester I am taking leave.
- I understand that I am responsible for my enrolment after the approved leave of absence period.
- I understand that I may remain liable for all fees if I do not submit this form prior to the relevant deadline.
(Please contact your partner institute for fee information.)
- I understand that the effective date is the date this form is received by the partner institute.
- I have read and I understand the information on page 2 of this form.

Student signature _____ Date (DD/MM/YYYY) _____

Partner institute use only

Has the student received confirmation their application has been submitted? Yes No

Date received (DD/MM/YYYY) _____

School authorisation

Leave of absence is granted Leave of absence is not granted

Signature of Dean/Head of School/Associate Director or nominee _____ Date (DD/MM/YYYY) _____

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Students considering leave of absence are advised to consult with their partner institute on consequences of suspending their studies and potential impact of the absence on their ability to successfully complete the program.

Duration of leave

Leave of absence is restricted to a maximum of one year per application, however, subsequent applications are permitted.

The total maximum period of leave for a student in a coursework program is 50% of total duration of the program, unless exceptional circumstances apply, and relevant approval is obtained.

Requests for leave of absence that exceed the total maximum period require the approval of the relevant College Deputy Vice-Chancellor.

Form submission

A completed Application for leave of absence form must be submitted to your partner institute allowing sufficient time for consideration by RMIT. This form will be forwarded to the authorising school at RMIT. For contact information go to rmit.edu.au/students/support-services/student-connect/partner-institute-contacts.

Please retain a copy of the email forwarding your application to your partner as evidence of submission.

Leave of absence approval is at the discretion of the Dean/Head of School/Associate Director or nominee. You will receive confirmation of the outcome of your leave of absence application from your partner institution when it has been processed.

Effective dates

The effective date of submission is the date this form is received by the partner institute.

Submitting this form after the relevant deadline may result in financial or academic penalty. For information about important dates for your Institute go to rmit.edu.au/students/my-course/important-dates.

Financial liability and fee refunds

Fee policies are administered by individual partner institutes. Please refer to your partner institute for relevant policies.

Contact information for your partner institute is available at rmit.edu.au/students/support-services/student-connect/partner-institute-contacts.

During your leave

Stay connected. While on leave of absence, we may need to contact you with important information. Continue to check your RMIT student email account and if you need to update your personal details, read the information at rmit.edu.au/students/support-services/my-details-id-card/update-personal-details.

Returning from leave

Once a leave of absence is approved, enrolments will only be dropped for courses in the terms you are on leave. For example, if you have enrolled for semesters 1 and 2 and take leave for semester 1 only, your semester 1 courses will be dropped and your semester 2 courses will remain on your record.

Once your leave of absence period ends, you are responsible for re-enrolling by the relevant enrolment dates and ensuring your enrolment is correct. For information about important dates for your institute go to rmit.edu.au/students/my-course/important-dates.