



Application for Program Leave or Withdrawal from Program

(Please read the Notes on Page 2)

1. Please tick one (✓) Program Leave OR Withdrawal from program

2. Student Details Are you an international student? Yes No If yes, please write your visa type here:
If yes, you **must** seek approval from the International Education Office (IEO) before submitting this form

Family Name: <input style="width: 90%;" type="text"/>	Uni ID: <input style="width: 10px;" type="text" value="U"/> <input style="width: 10px;" type="text"/> <input style="width: 10px;" type="text"/> <input style="width: 10px;" type="text"/> <input style="width: 10px;" type="text"/> <input style="width: 10px;" type="text"/> <input style="width: 10px;" type="text"/> <input style="width: 10px;" type="text"/>
Given Names: <input style="width: 90%;" type="text"/>	Phone: <input style="width: 90%;" type="text"/>
Mailing Address: <input style="width: 90%;" type="text"/> <small>(have you updated it on ISIS)</small>	Mobile: <input style="width: 90%;" type="text"/>
Program/ Degree Name: <input style="width: 90%;" type="text"/>	

3. Program Leave/Withdrawal details

Program Leave/Withdrawal to take effect from:

Semester 1 <input type="checkbox"/>	Semester 2 <input type="checkbox"/>	Summer Session <input type="checkbox"/>	Autumn Session <input type="checkbox"/>	Winter Session <input type="checkbox"/>	Spring Session <input type="checkbox"/>	Year: <input style="width: 15px;" type="text" value="2"/> <input style="width: 15px;" type="text" value="0"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
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Reason for seeking Program Leave/Withdrawal:

Work <input type="checkbox"/>	Travel <input type="checkbox"/>	Medical <input type="checkbox"/>	Financial <input type="checkbox"/>	Personal <input type="checkbox"/>	Other <input type="checkbox"/>
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Return to Study: *(do not complete if you are withdrawing from your program)*

Semester 1 <input type="checkbox"/>	Semester 2 <input type="checkbox"/>	Summer Session <input type="checkbox"/>	Autumn Session <input type="checkbox"/>	Winter Session <input type="checkbox"/>	Spring Session <input type="checkbox"/>	Year: <input style="width: 15px;" type="text" value="2"/> <input style="width: 15px;" type="text" value="0"/> <input style="width: 15px;" type="text"/> <input style="width: 15px;" type="text"/>
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4. Student Declaration

I certify that the information supplied by me on this form is complete and true. I have read the information on the back of the form carefully and understand the implications of taking leave from study in regard to Commonwealth Support liability and re-enrolment.

Student's signature: Date:

OFFICE USE ONLY

OFFICE OF POLICY AND REGULATION (OPAR)

Name (print):

Signature:

Reported on PRISMS:

Date:

ENROLMENTS — STUDENT ADMINISTRATION SERVICES

Name (print):

Signature:

Date:

DELEGATED AUTHORITY 1

Program Leave/Withdrawal Recommendation:
 Approved Not Approved

Program Leave/Withdrawal to take effect from :
 S1 S2 Sum Aut Win Spr

Name (print):

Signature:

Date:

DELEGATED AUTHORITY 2

Program Leave/Withdrawal Recommendation:
 Approved Not Approved

Program Leave/Withdrawal to take effect from :
 S1 S2 Sum Aut Win Spr

Name (print):

Signature:

Date:

Application for Program Leave or Withdrawal from Program

Please read these Notes before completing the form

Who should apply?

This form should be completed by all undergraduate and postgraduate coursework students who are:

- seeking Program Leave for one or two semesters, or
- seeking to Withdraw from (and cancel) their Program

NOTE: If you have accepted an offer into a new program/degree through the ANU Admissions Office or UAC and are in your first semester, you must apply to defer the commencement of your program/degree rather than apply for Program Leave.

When should this form be submitted?

This form must be submitted before the Census Date of the relevant semester or session. Census dates are:

Semester 1 courses:	31 March
Semester 2 courses:	31 August
Summer/Autumn/Winter/Spring Session courses:	See website http://info.anu.edu.au/StudyAt/ListCourseFees.asp

Penalties may apply if you submit a form after the Census Date. If you withdraw from a course after the Census Date you will remain liable for the tuition fee or HELP liability and may incur a fail result.

Where should the form be submitted?

International students: International students should note that there are fee and visa implications for students intending to take leave or to cancel their program. You must submit this form to the International Education Office in the Pauline Griffin Building (11).

Local students: Domestic students can either submit this form directly to their relevant College Office, or to Student Administration Services (SAS) in the Pauline Griffin Building (11).

What else do you need to know?

Program Leave: Students who apply before the relevant Census Date will be considered for Leave, providing they complete all parts of the form and submit the form to the relevant office (see above) for consideration. Leave is normally approved for no more than one year at a time. Students will be advised of the outcome of the application within 28 days of the receipt of the application. If you have not had a response in this time, you should contact the appropriate College Office. Approved leave is included for both undergraduate and postgraduate students in the time taken to complete the program. Students who cancel their program in full or who do not have an effective enrolment for a semester and who do not apply for Leave will lose their place in the program. Program Leave applications received after Census Date will be considered as requests to drop all courses for the applicable semester/session effective for the date the form is submitted.

If all courses are to be dropped after Census Date, Program Leave will not be approved. An *Enrolment Variation* form should be filled out to drop all courses after Census Date. If this form is submitted after the Census Date it will be assumed that all courses for the session are to be dropped. In these instances students will remain liable for tuition fees associated with the dropped courses.

REMEMBER: When you are on Program Leave you will NOT have access to your ISIS account. You also will not have building access or library access. All access will be re-activated before you return and re-commence your studies.

Mailing/Email Address: While you are on Program Leave, all University mail will be forwarded to the mailing address you have listed on the ISIS website <http://isis.anu.edu.au>. Please check this address is current. If you wish to be contacted by email then please also have the correct email address (not your ANU student email) listed on ISIS.

Re-enrolment: Students returning to study after a period of approved leave must re-enrol in their program by the appropriate deadline/s. Failure to meet deadlines may result in a late fee. Due dates for re-enrolment are published in the SEAP guide which is available on the website www.anu.edu.au/sas/SEAP_guide.

Refund of Fees: Please see the website <http://fees.anu.edu.au> for details and forms.

Austudy/Abstudy: Students in receipt of an Austudy/Abstudy or Youth Allowance should be aware that a withdrawal/cancellation of their enrolment may affect their eligibility for the Allowance.

**Students must check their student email account regularly.
Official and important University information is sent to student email accounts only.**

For further details on Leave, refer to the *Student Enrolment and Administrative Procedures (SEAP) Guide*. Reference copies of the SEAP Guide are available at Student Administration Services in the Pauline Griffin Building (11), all College/Faculty/School/Centre offices and on the website: