



Enrolments — Student Administration Services
Pauline Griffin Building (11)
Canberra ACT 0200 Australia
CRICOS Provider Number: 00120C

30.03.07
Email: enrolments.enq@anu.edu.au
Phone: +61 2 6125 3339
Fax: +61 2 6125 8830
Web: <http://info.anu.edu.au/studyat/>

[Click here to apply for Program Leave](#)

Program Leave Guidelines

Program Leave should be sought prior to the commencement of the academic year or session in which it is to take effect. Students who enrol and withdraw from all courses **before** the relevant Census Date shall be considered for Program Leave, providing they complete and submit all parts of the Program Leave application form. Leave is normally approved for no more than one year in the first instance.

If the Census date has passed for the session in which Program Leave is being applied for, Program Leave will not be approved. An *Enrolment Variation* form should be filled out to drop **all** courses **after** Census Date.

Students who have not yet enrolled for the academic year or semester and who are seeking Program Leave should complete and submit the form for approval. 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 respective College student admin office.

Approved leave is included in the maximum time taken to complete the program for both undergraduates and postgraduate students.

Students who do not have an effective enrolment for a semester and who do not apply for Program Leave will lose their place in the program and **will be required to apply for re-admission if they wish to continue study**.

Program Leave is not allowable in a **Non-Award program**.

Mailing 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.

Census Dates are:

First Semester courses:	31 March
Second Semester courses:	31 August
Summer/Winter/Spring Session courses:	Check the website http://info.anu.edu.au/StudyAt/ListCourseFees.asp

Re-enrolment after Leave

Students returning to study after a period of approved leave must re-enrol in their program by the due dates. Failure to meet deadlines may result in a late fee or discontinuation of program. Due dates for re-enrolment are published in the Student Enrolment and Administrative Procedures Guide (SEAP Guide) and on the website www.anu.edu.au/sas/studentadmin/seapguide/.

Refund of Fees Paid

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

International Students

International students should note that there are fee and visa implications for students intending to take Program Leave. You **MUST** check with the International Education Office before submitting an application for Program Leave.

Austudy/Abstudy

Students in receipt of an Austudy/Abstudy or Youth Allowance should be aware that undertaking Program Leave may affect their eligibility for the Allowance.

For further details on Program Leave, refer to the *Student Enrolment and Administrative Procedures Guide*. Reference copies of the SEAP GUIDE are available at Student Administration Services, all College/Faculty/School/Centre offices and on the website http://www.anu.edu.au/sas/SEAP_guide/.

[Click here to apply for Program Leave](#)