

LEAVE OF ABSENCE & PROGRAM WITHDRAWAL

Students wishing to apply for **Leave of Absence** must complete the following information make an appointment with the **Student Advisor**. Students wishing to Withdraw from their Program of study must complete the following information and make an appointment with the **Academic Director** or **Nominee**.

PERSONAL DETAILS

Family Name: _____ Given Names: _____ Student ID: _____

Address: _____

Split Fill-in line: _____ Line split: _____ Mobile: _____

Are you an International Student? Yes No Citizenship: _____

Are you a Sponsored Student? Yes No Sponsor: _____

Are you withdrawing as at today's date or at the end of the semester/course period please indicate: _____

(Complete only if you believe you may be entitled to a refund; please ensure that you refer to the Refund Policy available on the college website www.eynesbury.sa.edu.au).

Bank Account Number: _____ BSB Number: _____ Beneficiary Name: _____

Bank Name: _____ Branch Address: _____

LEAVE OF ABSENCE FROM STUDIES

You are required to indicate your reason/s for requesting Leave of Absence from your studies and attach supporting documents where applicable.

Are you intending to return to study at Eynesbury International? Yes No Intended return date: _____

- Leave of Absence for International Students is only permitted for a maximum period of one semester on the basis of compassionate or compelling circumstances eg illness as evidenced by a medical certificate or exceptional circumstance beyond the student's control, such as bereavement.
- Eynesbury International is obligated to notify DIAC that a student has been granted Leave of Absence.
- Refer to the Leave of Absence Policy on the college website www.eynesbury.sa.edu.au for further information.

WITHDRAWAL FROM PROGRAM

You are required to indicate your reason/s for requesting withdrawal from your program and attach supporting documents where applicable.

- Refer to the Withdrawal from Program and Change of Enrolment Policies on the college website www.eynesbury.sa.edu.au for further information.
- Eynesbury International is obligated to notify DIAC that a student has Withdrawn from their program of study.

PLEASE READ AND SIGN

I understand that should I Withdraw or take Leave of Absence from a program; I will be liable for all fees and charges, whether paid or outstanding, in accordance with the Eynesbury International Refund Policy. I acknowledge that I have read and understand the Eynesbury International Refund Policy in relation to these matters. I am aware that in order to gain approval for Withdrawal or Leave of Absence I must attend an interview with the appropriate staff member as outlined above.

I understand that should I take Leave of Absence and not return to my studies after the leave period, my enrolment at Eynesbury International will be withdrawn. I also understand that by not returning to my studies after leave, I may be liable for cancellation fees. These fees may be calculated from the date of my original request.

Signed: _____ Date: _____

ACADEMIC:

Please indicate: Leave of Absence Withdrawal

- Student ID Sighted (or returned for approved Withdrawals)
- Check if student owes fees. Students who have outstanding fees discuss their circumstances with the Finance Manager
- Student has provided airline ticket (International Students only) and supporting documents eg Medical Certificates, where necessary
- Check to see if the student is sponsored. If sponsored, advise student we require their sponsors approval.
- Add academic notes

Approval granted? Yes No Approved by: _____ Date: _____

Academic Penalty? Yes No Financial Penalty? Yes No

Is the action to be taken as at the date the form is lodged or at the end of the semester? Please indicate: _____

Comments (eg. Transfer fees to continuing Semester): _____

ADMINISTRATION:

Check if student is sponsored. If so, contact sponsor for approval

Update MAZE (change status/ adjust absences, etc.)

Notify DIAC

Issue a new eCoE for the following semester if student intends to resume their studies and their fees are paid for that semester

Send Leave of Absence Confirmation (and new eCoE where applicable)/ Withdrawal Confirmation letter to the student.

Add students details to Leave of Absence spreadsheet (LOA only)

Notify the student's parent and/or agent (if applicable)

Add to Academic notes

Comments: _____

Completed by: _____

Date: _____

FINANCE:

Penalty as per Refund Policy: _____

Is Student Eligible for a Refund? Yes No

Credit Note Entered for Tuition Fees

Credit Note Entered for Other Charges

Cancellation Fees Invoiced

OSHC

Opening Account Balance: \$ _____

Tuition Fees Credit Note Total Amount: \$ _____

Other Charges Credit Note Total Amount: \$ _____

Cancellation Fees Total Amount: \$ _____

Remaining Balance to be Refunded: \$ _____

Completed by: _____ Date: _____