

## REQUEST FOR

# LEAVE OF ABSENCE

This form should be used if you are intending to be absent from class for 5-14 consecutive days, if you expect to miss the start of any study period. Please submit the completed form to Academic Coordinator for processing.

If you need to be absent for an extended period and are unable to maintain your program progression, you may need to defer your studies. In this instance please complete the Intermission/Deferral of Studies form.

**Instructions:**

1. Complete the first section below with your leave details and attach any supporting documentation.
2. Speak with all of your Lecturers to ensure you are able to maintain your program progression during an approved absence. If you are an Overseas student travelling overseas during regular study breaks and you do not plan on missing any classes you may skip this section.
3. You should consider applying for Special Consideration by completing the Application for Special Consideration if an assessment is due in the period you will be absent. Special Consideration will be assessed in accordance with the Special Consideration guidelines on the form. Applications for Special Consideration must be received before the assessment event or within 24 hours of the assessment event. Any Applications for Special Consideration received outside of this timeframe will be declined.

**USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.**

**Personal details**

Title Mr Ms Other (please specify):	
Family name	
First name(s)	Male Female
Date of birth (d/m/y)	Student ID
Telephone (home/mobile)	
E-mail	
Full address	
City	Postcode
State	Country

**Reason for leave**

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**Leave details**

I wish to intermit my studies from date (d/m/y):	To:
During Trimester: 1 2 3 of the year:	
Reason for leave of absence (please tick): Medical Overseas Other (please state):	
I have attached the relevant document(s) Yes No	
Signature	Date

**Perth**

Building 512, Murdoch University Campus,  
 South Street, Murdoch, Western Australia 6150  
 Tel: +61 (0)8 9360 1700, Email: info@murdochinstitute.wa.edu.au

**Enrolment details**

I am enrolled in the following (please tick):

<input type="checkbox"/> Murdoch University Preparation Course
<input type="checkbox"/> Diploma programs <input type="checkbox"/> Diploma of Business <input type="checkbox"/> Diploma of Information and Communication Technology <input type="checkbox"/> Diploma of Communication and Media Studies
<input type="checkbox"/> ELICOS programs <input type="checkbox"/> English for Academic Purposes <input type="checkbox"/> General English
Date studies commenced (d/m/y)

I understand that:

- I will be marked absent for the time missed from class
- My lack of attendance may affect my final grade
- Missing class time may cause me to fall behind in my studies and that missing class is not the best course of action for academic success
- I will not be able to use this time missed as a valid reason in an appeal
- It is my responsibility to inform my teachers of my absence
- My teachers may not be able to adjust assessments to accommodate me
- I will be unable to seek a refund for this time away from school
- It is my responsibility for catching up on work that I have missed
- It is my responsibility to inform the Department of Immigration and Citizenship of my intended absence
- It is my responsibility to inform my agent of my intended absence

**Office use only**

Student advised (d/m/y)	By:
Data updated in EduPoint (d/m/y)	
<b>To be completed by the Director/Academic Coordinator</b>	
Approved NOT Approved	Authorised by (please print)
Program note (if any)	
Signature	Date

**Privacy:** We recommend that you read MIT's Privacy Policy published on our website [www.murdochinstitute.wa.edu.au/privacy](http://www.murdochinstitute.wa.edu.au/privacy)

Return this form to your MIT campus admissions office: