

# Application to Suspend Enrolment for a Leave of Absence

## Important Information

This form applies to all students who seek to voluntarily suspend their study at Macleay College to take a leave of absence. It should be read in conjunction with the following policies which can be found at the Enrolment Resources section of the college website and myHandbook section of Moodle via <http://mymacleay.edu.au/>.

- Deferral, Suspension or Cancellation of Enrolment Policy
- International Student Transfer Policy
- Tuition Fee Refund Policy
- Grievance & Appeals Policy

International students on a student visa should be aware that voluntarily suspending studies to take a leave of absence may affect their student visa. Any changes to the duration of the course of study as a result of the voluntary suspension of enrolment will be reported to the Department Immigration and Border Protection (DIBP) via PRISMS in accordance with the National Code 2007. To check the conditions of a student visa please visit the DIBP website at <http://www.immi.gov.au/> or call 131 881.

The maximum period for which a leave of absence will be granted is twelve months, unless there are compelling circumstances to extend this timeframe such as for compulsory overseas military service.

## Grounds for Approval of the Application Request

Macleay College will grant approval for the voluntary suspension of enrolment for a leave of absence on the grounds of compassionate or compelling circumstances, such as serious illness or injury or exceptional personal hardship, in accordance with Standard 13.2 of the National Code 2007.

## The Application Process

A student wishing to voluntarily suspend their study at Macleay must submit this 'Application to Suspend Enrolment for a Leave of Absence' form and, if an international student, attach documentary evidence to show cause for compassionate and compelling circumstances for example, but not limited to:

- Medical certificate from a registered medical practitioner
- Statement of support from a counsellor or psychologist
- Certified personal statement of exceptional hardship
- Activation orders for compulsory overseas military service

The above supporting documentation should be attached to the completed form as either copies certified by a Justice of the Peace or presented as originals to the Office of the Registrar who will copy and witness the documents as true copies, returning the originals to the student. Macleay will only consider an application complete and eligible for assessment if all sections have been completed, the form signed and the above documentation attached.

Macleay will assess and respond to all completed applications within ten working days. The applicant will be advised of the decision in writing and the application and decision thereof will be kept on the student file. A longer time may be required during peak admission and enrolment times but the process will not exceed fifteen working days.

If successful in their application, Macleay will hold the student's place in their course of study but it is the student's responsibility to observe the re-enrolment process in line with the dates and any conditions as stipulated in any written notification confirming a leave of absence will be granted.

## Lodging the Application Form

You can lodge your completed application ie. including all supporting documentation to the Registrar by one of the following means:

In person: Level 2, 28 Foveaux Street, Surry Hills (Sydney Campus) or Level 1, 55 Swanston Street, Melbourne (Melbourne Campus) if presenting supporting documentation as originals to be certified as copies by Macleay College

By email: [registrar@macleay.edu.au](mailto:registrar@macleay.edu.au) if presenting supporting documentation as copies certified by a Justice of the Peace

Your completed application should be received by the Office of Registrar as soon as practical but at least ten working days prior to the Commencement Date of the next trimester. Where the decision to apply for a leave of absence is made after the Commencement Date, the application should be lodged prior to Census Date to avoid any academic or monetary penalty. Applications received after Census Date will not be entitled to the refund of tuition fees in accordance with the college **Tuition Fee Refund Policies**.

## Assessment & Notification of Outcome

On receipt of your completed application, Macleay will assess the request in accordance with the college *Deferral, Suspension or Cancellation of Enrolment Policy* and advise you of the outcome in writing within ten working days (or fifteen working days in peak admission and enrolment times).


If the application is approved, the student will receive an Approval of Leave Letter. It is the responsibility of the student to sign and return the letter acknowledging their acceptance of the return to study date and any subsequent changes to their enrolment. If the granting of leave affects the course duration for an international student, the change will be reported to DIBP via PRISMS in accordance with Standard 9 of the National Code 2007.

If the application is denied, the student will be issued a Refusal of Leave Letter advising the reasons for refusal and their right to appeal the decision. Students wishing to make an appeal should refer to the college *Grievance & Appeals Policy*.

The application, assessment decision and outcomes will be saved to the student file for record.

## Privacy Statement

Macleay is committed to the protection of privacy in accordance with the *Privacy Act 1988*. Macleay collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Macleay College as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

LODGEMENT RECEIPT	
received by Macleay as a complete application for assessment	
Macleay: 	Date:
	Name:
Student Number:	

Please retain this copy as proof your application was submitted

# Application to Suspend Enrolment for a Leave of Absence

this form applies to students seeking to voluntarily suspend their enrolment to take a leave of absence from their course of study at Macleay

<b>Personal Details</b>	I am a Domestic Student (Applicant)	I am an International Student (Applicant)	
	Macleay College Student Number:	Family Name:	Date of Birth (dd/mm/yyyy):
	Address:	Given Name(s):	Title: Mr Mrs Miss Ms Dr
	Macleay College Email Address:	Contact Telephone Number:	

**Course Details**

The course of study from which you wish to take a leave of absence:

**Reasons for Leave**

Leave Start Date (dd/mm/yyyy):

Return to Study Date (dd/mm/yyyy):

My reasons for voluntarily suspending my enrolment at Macleay College to take a leave of absence are:

**NOTE:** International students should note that, in accordance with Standard 13.2 of the National Code 2007, Macleay College will only grant approval to suspend enrolment to take a leave of absence on the grounds of compassionate or compelling circumstances. As such, documentary evidence must be provided.


**Student Declaration**

Have you attached the necessary documentary evidence to support your application which, if an international student, could include the following:

- Medical certificate from a registered medical practitioner
- Statement of support from a counsellor or psychologist
- Certified personal statement of exceptional hardship
- Activation orders for compulsory overseas military service

**i** Your application will not be assessed unless all sections are completed, the form signed and supporting documentation is attached


I declare that the information provided by me is true and correct. I have read and understood the information contained on this form and in the *Deferral, Suspension and Cancellation of Enrolment Policy*.

 **Date Signed** (dd/mm/yyyy):

**Guidelines for submitting an 'Application to Suspend Enrolment for a Leave of Absence' form**

1. You should check the implications of the voluntary suspension of enrolment for a leave of absence on your student visa with DIBP.
2. You should submit this form prior to Census Date to avoid any academic or monetary penalty.
3. If successful, an Approval Letter will be issued. You must sign and return this letter to accept your new commencement date.
4. If refused, a Refusal Letter will be issued outlining the reasons for refusal and your rights to appeal the decision.

**OFFICE USE ONLY:**

<input type="checkbox"/> Application Checked for Completeness by Registrar	<input type="checkbox"/> Completed Application Assessed by Registrar (and HoF if necessary)	<input type="checkbox"/> HoF advised of return date
<input type="checkbox"/> Approval of Leave Letter issued by Registrar	<input type="checkbox"/> Signed Approval of Leave Letter returned by Student	<input type="checkbox"/> Paradigm Updated
<input type="checkbox"/> Refused of Leave Letter issued by Registrar	<input type="checkbox"/> Application, Assessment & Outcome Notification in Student File	<input type="checkbox"/> Closed (dd/mm/yy):
Staff Name:		Date Signed: (dd/mm/yyyy):