LEAVE OF ABSENCE REQUEST FORM
(for Postgraduate Coursework students)

Applicants – Please Note:

1) This form should be used by School of Population Health Postgraduate Coursework students wishing to be granted a Leave of Absence in 2007.
2) **2007 Re-enrolling students please note:** you must still accept the re-enrolment terms and conditions via the Student Information System.
3) International students may only apply for Leave of Absence from your course in exceptional circumstances. You should seek advice from International Student Services (tel: 8344 4505 or email: iss-info@unimelb.edu.au) if you need any specific advice about your personal situation.
4) Leave of Absence will automatically withdraw you from any subjects enrolled in during that semester. If you have already enrolled in any subject(s) during the semester in which you are requesting Leave of Absence, please be aware of the following important deadlines:

<table>
<thead>
<tr>
<th>2007 IMPORTANT DEADLINES</th>
<th>1st Semester and Year-long subjects</th>
<th>2nd Semester subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date for withdrawing before incurring a WD (withdrawn) on your academic</td>
<td>Friday 9 March 2007</td>
<td>Friday 3 August 2007</td>
</tr>
<tr>
<td>Last date for withdrawing before incurring a financial liability.</td>
<td>Census Date (Standard Sem 1 Census date is 31 March 2007)</td>
<td>Census Date (Standard Sem 2 Census date is 31 August 2007)</td>
</tr>
<tr>
<td>Last date for withdrawing before incurring a Fail on your academic record.</td>
<td>Friday 4 May 2007</td>
<td>Friday 5 October 2007</td>
</tr>
</tbody>
</table>

Student Details (please print clearly)

Surname: ______________________________ Given Name(s): ______________________________

Email Address: ______________________________ @pgrad.unimelb.edu.au

Reminder: Population Health students are reminded to actively check their pggrad email account, or to arrange to have it forwarded to their personal email account. If you are not using this email account you may be missing out on vital information regarding your course or/and subjects.

What SPH Course are you enrolled in? ______________________________

Leave Dates Requested

Please note students are entitled to a **maximum** of 2 semesters of Leave of Absence per course). Requests for extended Leave of Absence must be accompanied by supporting documentation (i.e. letter outlining situation, medical certificate, etc).


Reason for Leave of Absence

☐ Personal  ☐ Study Difficulties  ☐ Health  ☐ Other (Please specify):

☐ Financial  ☐ Employment Opportunity  ☐ Travel  ______________________________

Please turn over →
**Student Declaration and Signature**

I UNDERSTAND the implications of discontinuing from subjects in relation to University’s deadlines concerning the payment of fees (including CSP and Fee-HELP), and UNDERSTAND the dates after which “WITHDRAWN” or “FAIL” will appear on my academic transcript.

Name of Student (Please Print): ________________________________
Signature: __________________________________ Date: ______________

**Course Coordinator Approval**

Name of Coordinator: ________________________________
Signature: __________________________________ Date: ______________

**Please return your completed form to:**

Academic Programs Office  
School of Population Health  
Level 4, 207 Bouverie Street  
The University of Melbourne  
VIC 3010

**Or by Fax:** +61 3 8344 0824

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This website provides detailed information about the contact details, 
complaints procedures and other aspects of the University’s privacy regime.

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**Academic Programs Office Use Only**

Entered on MERLIN: _____ / _____ / _____
Enrolment Record Issued: _____ / _____ / _____
Administrative Officer: ________________