

EDUCATION ACCESS (AUSTRALIA) PTY LTD

A.B.N.45 101 976 596

17-35 Abbotsford St, West Melbourne, Victoria 3003 Australia

Postal Address: PO Box 876, North Melbourne, Vic 3051 Australia

TEL: + 613 9654 3433 Fax: + 613 9654 3455

Email: info@eaa.edu.au

Website: www.eaa.edu.au



Application for Leave of Absence Form and Frequently Asked Questions

Please read the attached frequently asked questions and complete the checklist before submitting your application for leave form to ensure your request is processed correctly.

Student ID Number:		Mobile No:	
Surname:		Given Name:	
Course Code:		Email:	
Course Name:			
Contact Details: <i>(Only complete if details have changed from previous advice)</i>			
International Student	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

The First study day LEAVE is to take effect from:	The first study day of RETURN to study:
Student's Comments (attach additional page/s if required)	
<i>International students only – please include address and contact number if outside Australia. International student must update their address details with EAA and DIBP within 7 days of any change – this is a condition of all student visas</i>	
Students Signature:	Date:

Office Use Only

Approved By	√ or X	Signature	Date
Accounts Department	<input type="checkbox"/>		
Outstanding fees \$ _____			
Application Received by:	<input type="checkbox"/>		
Application Approved	<input type="checkbox"/>	Application Rejected	<input type="checkbox"/>
Comments:			
Authorised Name & Signature:			Date:

It is the responsibility of the candidate to be conversant with current course rules/regulations governing his/her candidature

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International Students Leave of Absence: Frequently Asked Questions and Checklist

Are you an International Student?

You are an international student if you are not a citizen of Australia or New Zealand, or have not been granted permanent residency or a permanent humanitarian visa in Australia. As an international student and as per the conditions of your visa you must study full time. For further information please contact admissions@eaa.edu.au

When do you need to apply for leave?

Please advise immediately if your circumstances change. You must apply for leave at least **4** weeks prior to ensure that you are advised of approval prior to taking the proposed leave. Retrospective leave applications place the validity of your student visa at risk.

What are the Grounds for taking Leave of Absence?

International students who hold a student visas are subject to visa conditions that restrict their opportunities to take Leave of Absence (LOA) from their course. This is subject to any requirements or conditions for leave of absence specified in the [Educational Services for Overseas Students Act 2000 \(Cwth\)](#) (paragraph 38 National Code of Practice).

ESOS legislation prescribes that the education provider must not allow international students on student visas to take Leave of Absence (LOA), except for the following reasons:

- Illness or medical condition
 - o Your application for LOA should include medical certificates stating that the nature of illness prevents you from continuing your studies.
- Exceptional compassionate circumstances beyond your control, for instance bereavement or illness of a parent, grandparent or sibling.

Applications for LOA should include evidence that the circumstances are compassionate, exceptional and beyond your control.

The following examples are **not** grounds for Leave of Absence under ESOS legislation:

- Financial or study difficulties,
- Family obligations,
- Employment opportunities.

For exceptional circumstances you may apply for up to **six** months Leave of Absence. Please note that the Department of Immigration and Border Protection (DIBP) may consider cancelling your visa if your reasons do not meet the exceptional circumstances criteria.

How will you know the leave is approved?

You will receive written advice about your application for LOA from Student Support Services and approved LOA is reported to the Department of Immigration and Border Protection (DIBP) Please note that the Department of Immigration and Border Protection (DIBP) may consider cancelling your visa if your reasons do not meet the exceptional circumstances criteria.

International Student Leave of Absence Checklist:

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- I am aware of the fee and visa implications for international students intending to take Leave of Absence
 - I am aware that I need to seek approval if I am planning undertaking international fieldwork as it may have fee or visa implications.
 - I have included with this application: certified medical certificates and supporting official documentation
 - I am aware that Confidential Advice and Counselling is available and that all international students are encouraged to speak to Student Support Services for confidential advice before making a final decision to apply for Leave of Absence on telephone 03 9654 3433
 - I am aware that International students on student visas cannot remain in Australia during leave periods, however I can discuss this requirement if I contact EAA at admissions@eaa.edu.au

When and how do you need to advise Returning from Leave?

If you have been approved leave of absence for a period up to **6** months, your student visa should remain valid for your return to Australia. However, you are strongly encouraged to confirm your student visa status with DIBP (your closest Australian Diplomatic or High Commission) at least **2** months prior to your return to ensure that you are eligible to re-enter Australia. Please note that the Department of Immigration and Border Protection (DIBP) may consider cancelling your visa if your reasons do not meet the exceptional circumstances criteria.

You are expected to return to EAA by the end of the specified Leave of Absence period and to enrol in full-time study. Failure to return without notification will result in discontinuation of your enrolment at EAA and cancellation of your student visa (if not cancelled previously). Please contact Student Support Services or EAA at admissions@eaa.edu.au for further information and assistance

If your student visa has been cancelled or your student visa will expire prior to your return from Leave of Absence, please contact Student Support Services or admissions@eaa.edu.au **two** months prior to your return to organise a new eCOE. Please note that in some countries it may take to apply for another student visa, and therefore you need to ensure you contact EAA in plenty of time to return to your studies. You will need to provide evidence of current Overseas Student Health Cover (OSHC) in order to apply for a new student visa.

If you do not intend to return from Leave of Absence at the expected time you should inform EAA.

If you do not return from Leave of Absence by the specified date and in the future you wish to return to EAA to study, you will be required to make an application for re-admission.