

1. PERSONAL DETAILS

Student number:

Title: Dr Mr Mrs Ms Miss Other: _____ Family name: _____

Given names: _____ Telephone: _____

Mobile phone: _____ Work phone number: _____

Address while on Leave of Absence: _____
Post code: _____

JCU email address: _____@my.jcu.edu.au

Current course

Course code: _____ Course title: _____ Campus: _____ Year last enrolled: _____

2. LEAVE REQUEST

Is this a new application for leave of absence? Yes No

Is this an extension to an existing period of leave? Yes No

If yes, please indicate the existing period of leave: From _____ To _____

Have you previously been granted leave in this course? Yes No

If yes, please indicate previous period of leave: From: _____ To _____

Leave of Absence requested to start: Year: _____ Study Period: _____

I intend to recommence studies in: Year: _____ Study Period: _____

Reason for request [please tick ONE box]

- Health Work Personal Study Abroad
 Cross Institutional Outbound Other studies Other, specify _____

Please provide further information to support your leave request: _____

If you are in receipt of a Commonwealth Scholarship, your scholarship payments will be suspended while you are on approved Leave of Absence. However, a maximum period of deferral for scholarship payments is one year. After that time, your scholarship will be terminated. Please contact the Scholarships Officer at scholarships@jcu.edu.au to arrange deferral of scholarship payments.

If you are in receipt of a Start-up Scholarship and/or a Relocation Scholarship, please be advised that your scholarship payments will be suspended while you are on approved Leave of Absence. For more information, please contact Centrelink at www.centrelink.gov.au or on 13 24 90.

Are you an international student on a student visa? Yes No If YES, read Section 3 carefully before signing this form.

3. INTERNATIONAL STUDENT VISA HOLDERS ONLY

If you are an International student visa holder you can only request a leave of absence when there are compassionate and compelling circumstances. These are circumstances which are beyond your control and have an impact on your course progress or wellbeing. In lodging this application, you should understand that as an international student visa holder, a LOA may have an impact on your student visa and that you are responsible for contacting the Department of Immigration and Citizenship (DIAC) to find out how this request may affect your continued studies in Australia.

4. DECLARATION

I understand that, if approved, I will be withdrawn from all subjects for the period of leave granted. I understand that it is my responsibility to investigate the consequence that taking a Leave of Absence might have with regard to census dates and any external bodies (for example effect on Centrelink benefits or Department of Immigration and Citizenship - student visa). I understand that I will retain access to StudentsOnline, eStudent and my JCU email account during the period of leave and that I must continue to monitor my JCU emails and maintain my correct address details through eStudent during this time. I understand that it is my responsibility to check that I am able to complete the degree within the maximum time allowed (taking into account part time studies and/or failed subjects), even if I haven't already consumed the maximum allocated time of leave.

Student Signature: _____ Date: (dd/mm/yyyy) _____/_____/_____

IMPORTANT: Refer to James Cook University's Leave of Absence from Study policy for LOA terms and conditions. JCU will advise you of the outcome of your application.

5. RETURN DETAILS**TOWNSVILLE**

Postal: James Cook University
Student Centre
Education Central (Bld. 134)
Townsville, 4811
In person: Student Centre
Education Central (Bld. 134)
James Cook Drive
Townsville
Tel: 07 4781 5255

CAIRNS

Postal: James Cook University
Student Centre
Chancellery Building (Bld. A1)
Cairns, 4870
In person: Student Centre
Chancellery Building (Bld. A1)
McGregor Road
Smithfield
Tel: 07 4232 1000

BRISBANE

Student Administration
James Cook University
349 Queen Street
Brisbane Qld 4000
Tel: 07 3001 7800

SINGAPORE

James Cook University
149 Sims Drive
Student Services, Block C
Singapore 387380
Tel: +65 6709 3688

OFFICE USE ONLY

This application has been assessed based on the effect of this and previous absences on the student's capacity to complete the course within the defined maximum time to complete.

Approved Not approved

Comments: _____

LOA UP TO MAXIMUM ALLOWABLE FOR COURSE:**Townsville/Cairns students:**

Signature of Enrolment Officer: _____ Date (dd/mm/yyyy): ____/____/____

Name: _____ Username: jc or other _____

Brisbane students:

Signature of JCU Brisbane Campus Dean: _____ Date (dd/mm/yyyy): ____/____/____

Singapore students:

Signature of JCU Singapore Campus Dean/Assoc Faculty Registrar: _____ Date (dd/mm/yyyy): ____/____/____

LOA OVER MAXIMUM ALLOWABLE FOR COURSE (all campuses):

Signature of Associate Dean/Faculty Registrar: _____ Date (dd/mm/yyyy): ____/____/____

Name: _____ Username: jc or other _____

FACULTY:

Max time to complete course: _____ Max leave of absence: _____ LOA already consumed: _____

SSP Status: _____ Academic Status: _____ Enrolled subjects

- Student is able to complete the degree within maximum time allowed (taking into account part time studies and/or failed subjects)
- LOA applications for students on an International Student Visa must be forwarded to the International Student Centre once approved by Faculty.

ONLY approved forms to be sent to Enrolments for data entry.

JCI

Student has met with James Cook International

ENROLMENTS:

LOA Data entered Initials: _____ Date: ____/____/____

JCUB/JCUS Comment entered Initials: _____ Date: ____/____/____