



## Important information

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### Applying before and after census dates

#### *Applying before the census date*

If you submit a request for Leave of Absence or Resignation on or before the relevant census date, you will not be liable for any tuition fees, for any units you were enrolled in, and your Student Learning Entitlement (SLE) will not be affected. If you wish to discontinue units before census, do so through MySR.

#### *Applying after the census date*

If you submit a request to discontinue units, Resign or apply for a Leave of Absence after the census date, you will receive E grades (failed - discontinued) for any enrolled units. You will also be liable for any tuition fees for these units. If you paid your fees up front for the session, you will not be entitled to a refund in this situation.

If you have submitted a request due to extenuating circumstances, you have the option of submitting a Withdrawal Without Academic Penalty application. If your application is successful, you will be given 'W' grades for the units and you will not be liable for any tuition fees. For more information see [www.uws.edu.au/droppingunits](http://www.uws.edu.au/droppingunits)

Information on census dates can be found at [www.uws.edu.au/census](http://www.uws.edu.au/census).

### Policies

The University's policy on Leave of Absence, Resignation and Discontinuing units after census can be found on the University website at [www.uws.edu.au/policy/policy\\_dds](http://www.uws.edu.au/policy/policy_dds)

### Additional Leave of Absence (break from study) information

To be eligible for a Leave of Absence you must have completed at least one unit in your enrolled course at UWS. If you have been suspended or excluded from UWS, you are not eligible for Leave of Absence.

#### *Maximum period of leave*

You are allowed to take a maximum of 12 months Leave of Absence from your course. If you need to take Leave of Absence and you have already used your 12 months, you will need to provide supporting evidence with your application, as well as written approval from your Head of Program.

#### *Returning from leave*

UWS will send you an email to advise when enrolment for the next session has opened. You will need to log into MySR and enrol in units for the session in which you wish to return to study. If you do not enrol by the census date of that session, you will be deemed to have abandoned your course of study. This means that you will need to apply for re-admission through the Universities Admissions Centre (UAC) if you wish to resume your studies in the future.

### Lodging this form

Please lodge this form in person at any Student Central, or post it to:  
Student Central, University of Western Sydney, Locked Bag 1797, PENRITH NSW 2751

### Higher Degree Research students

To apply for a Leave of Absence, please refer to [www.uws.edu.au/research/research\\_candidates/forms](http://www.uws.edu.au/research/research_candidates/forms). If you wish to resign from your course you will need to submit a written request to the Postgraduate Research Office.

### International students - student visa holders

#### *Leave of Absence*

Standard 13 of the ESOS National Code [www.aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard\\_13.htm](http://www.aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_13.htm) requires that a Leave of Absence can only be considered for you under 'compassionate or compelling' circumstances, and cannot (generally) be granted retrospectively. You must attach documentary evidence to this application and understand that your application may be refused.

#### *Discontinue after census*

Please note, discontinuing units or reducing study load at any time may delay course completion.

#### *Resignation*

If you resign, this will ultimately lead to your visa being cancelled. Within a month of resigning, you must either:

- (a) leave Australia; or
- (b) lodge a valid application for a new visa

If you plan to study at another Australian education provider after resigning from UWS, please note that there are important restrictions for student visa holders. See [www.uws.edu.au/internationaltransfers](http://www.uws.edu.au/internationaltransfers) for details of these restrictions.

This form may be lodged in person or posted to any International Student Advisor office. Refer to [www.uws.edu.au/internationaladvisors](http://www.uws.edu.au/internationaladvisors) for details on the ISA office locations and opening times.