My Enrolment:

HOW TO APPLY FOR A LEAVE OF ABSENCE ONLINE

STUDENT HELP GUIDE

Before you apply for a Leave of Absence, you must read and understand our rules and guidelines surrounding Leave of Absence as applications are not automatically granted. Visit our 'Taking time off from study' website for all application criteria and further information.

01

Apply for a Leave of Absence

- Log in to My Enrolment with your Student ID and password.
- Click **Leave of Absence** in the left-hand navigation.

NOTE:

If you're enrolled in more than one course, you will need to select the course you wish to be granted leave from.

- Select the Leave of Absence period either by selecting start and return dates or by year and study period.
- Enter the reason for taking leave and any reason notes, then click **Confirm**.
- A success message will now appear confirming that your application has been received for consideration.

Need more help?

Contact studentHQ

📞 1300 794 628

✉ Email us