



**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.

My Details Applications Offers My Enrolment (Study Plan) Exam Timetable My Financials (Fees) Results and Graduation Class Timetable

Study Plans  
Current Enrolment  
Switch Unit Withdrawal  
**Leave of Absence**  
Unit Waivers

## Leave of Absence Application

**Information**  
Enter Leave of Absence details for BA-BUS10 - 1 Bachelor of Business.

Select Leave of Absence period by date

Start Date

Return Date

Select Leave of Absence period by Year & Study Period

Start Year

Start Study Period

Return Year


Return Study Period


Reason

Reason Notes

- 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.

Select Leave of Absence period by date

Start Date  

Return Date  

Select Leave of Absence period by Year & Study Period

Start Year

Start Study Period  ▼

Return Year

Return Study Period  ▼

Reason  ▼

Reason Notes

Academic Difficulty  
Permitted to Lapse  
Difficult Circumstances  
Employment  
Financial Difficulty  
Faculty Request  
Maternity Leave  
Paternity Leave  
Study Abroad  
Sick Leave  
Study At Other Institution  
Other

**Confirm**

## Need more help?

Contact studentHQ

 1300 794 628

 [Email us](#)