



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.

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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](#)