

Important information

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, or any units you were enrolled in, and your Student Learning Entitlement (SLE) will not be affected.

Applying after the census date

If you submit a request for Leave of Absence or Resignation 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. More information on this form, and what is required of you can be found at www.uws.edu.au/forms. Information on census dates can be found at www.uws.edu.au/census

Policies

The University's policy on Leave of Absence, Resignation and Withdrawal after Census can be found on the University website at www.uws.edu.au/policy/policy_dds

Break from study (Leave of Absence) information

This form should be used by students who want to take a Leave of Absence from their studies at UWS. Students who have been suspended or excluded from UWS 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.

International students

Standard 13 of the ESOS National Code

www.aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_13.htm requires that Leave of Absence can only be considered for student visa holders under 'compassionate or compelling' circumstances, and cannot (generally) be granted retrospectively. All Leave of Absence applications from student visa holders must have documentary evidence attached, and applications may be refused. Refer to www.uws.edu.au/internationaladvisors for details on the ISA office locations and opening times.

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 that you wish to return to study. If you do not enrol by the census date of the session in which you wish to return to study, you will be deemed to have abandoned your course of study. This means that you will need to apply for re-admission to resume your studies.

Discontinue after Census information

Students that want to discontinue enrolled units after the relevant census date should use this form. Higher Degree Research students should refer to www.uws.edu.au/research/research_candidates/forms

International students

Student visa holders should be aware that discontinuing units or reducing study load at any time may delay course completion.

Resignation information

You should use this form if you want to resign from your course. Higher Degree Research students who want to resign from their course will need to submit a written request to the Postgraduate Research Office.

International students

Student visa holders should be aware that resignation will ultimately lead to visa cancellation. 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 for details of these restrictions. A list of advisors is available at www.uws.edu.au/internationaladvisors

Lodging this form

Australian students and non-student visa holders

This form may be lodged in person at any Student Central, or posted to:
Student Central, University of Western Sydney, Locked Bag 1797, PENRITH NSW 2751

Student visa holders

This form may be lodged in person or posted to any International Student Advisor office.
www.uws.edu.au/internationaladvisors