

Form Submission

Email: info@federation.edu.au

In Person: Student HQ at your home campus.

Partner Students

Please lodge completed form at your Partner Administration Office.

Student Information

Use **BLOCK LETTERS** and tick boxes.

Have you considered all your options and explored the assistance provided by Federation University Australia to help you through your studies? Our University support services are here to help with counselling, financial assistance, disability support, careers, international student support, health and a student advisory service. Please browse the advice provided online:

www.federation.edu.au/current-students/essential-info/administration/taking-leave-or-withdrawing-from-studies.

To remain active in your program you must be either enrolled or on approved leave from studies. Students are eligible for up to 12 months leave from studies during their program. Additional leave may be granted in extenuating circumstances. If you allow your enrolment to lapse, you will be required to re-apply for a place in the program. There is no guarantee that you will obtain a place in your program if your enrolment has lapsed.

Enrolment Verification: Students must check their enrolment details prior to the census date in the relevant teaching period. The best time to amend your program status is prior to the teaching period census date, when you become financially liable for that semester*. Review the relevant census dates online via www.federation.edu.au/important-dates.

Centrelink recipients: Students must notify Centrelink in writing, within seven days from when this form has been approved.

International students studying in Australia: International students should refer to the Refund for International Students procedure. A representative from the Centre of University Partnerships (CUP) or partner teaching location must sign this form, and the University will notify Immigration of the change to study status.

Personal Details

Federation Student ID Number:

Date of birth:

First name:

Family name:

Campus location:

Phone number:

Program name:

Are you an international student studying in Australia?

Yes

No

International students must have this form signed by a representative from the Centre for University Partnerships (CUP) or your teaching location prior to submission.

Leave from Studies

I would like the option of returning to study this program

I wish to apply for leave from studies at the beginning of the next semester **OR** as at DD / MM / YYYY

For a period of 1 semester 2 semesters Other

I wish to return to study in Semester _____, 20 _____

If my leave is denied: *(please indicate)*

Disregard this application form. I will continue my studies without a break.

Withdraw me from my program.

Where appropriate, please provide documentation to support your application (eg a medical certificate if applying on medical grounds).

International Students: please note that your program end date may be affected, which may also affect your Student Visa.

Withdrawal from Studies

I do not wish to have the option of returning to this program

Consider a period of leave from studies in the first instance. You can always withdraw from your program following this period if this program is still not the right option for you, but you will have given yourself more time to explore your options and consider your decision.

International students withdrawing from the program at Federation University Australia must provide either their flight itinerary if going home or a copy of their offer letter and CoE from their new education provider.

I have considered Leave from Studies and it is not the right option for me.

I wish to discontinue my studies in the above program, effective from DD / MM / YYYY *This must be today's date or a future date. (Use the first day of the next semester if you intend to complete your current semester).*

Amend your program status

Request for Leave from Studies (Higher Education)
Withdrawal from all Studies (Higher Education)

Please indicate your **primary** reason for applying to change to your study status (tick one box only):

Study

- Program not meeting my expectations
- Too far behind in studies
- Loss of interest in program
- Overwhelming workload
- Poor academic progress
- Academic support in program not sufficient
- Transfer to another FedUni program
- Transfer to another institution
- Undertaking placement /traineeship
- Undertaking cross institutional studies
- Reconsidering career path

Personal

- Housing difficulties
- Family commitments
- Health issues
- Support services not adequate
- Travelling
- Transport issues
- Visa or residency

Financial

- Changed employment status
- Seeking employment to assist future studies

Comments:

Privacy Statement

The information on this form is collected for the primary purpose of completing an internal transfer between programs. If you choose not to complete all the questions on this form, it may not be possible for the University to process your request. Personal information may also be disclosed to government bodies and/or departments if the University is required or permitted to do so by law. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@federation.edu.au.

Student Declaration

I have read and understood the guidelines and advice on this form.

I certify that all information, including any provided supporting documentation and certificates are correct.

Student signature:

Date:

Office Use Only

Partner Provider (if applicable)

Leave request/Withdrawal from all Studies noted

Date: _____

Name: _____

Signature: _____

Centre for University Partnerships (CUP) / Student HQ

Leave

Approved

Not approved / reason: _____

Withdrawal

Noted

Early exit confirmed from program: _____

Exit program code _____ Early exit program name _____

Name: _____

Signature: _____

Date: _____

Updated by: _____

Date: _____

Processing:

Campus Solutions

fdlGrades

Graduations Office notified (if applicable)

Student Notified