

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 refer to the **'Time for a Change'** brochure available online or at your home campus.

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.

Form Submission

Email: info@federation.edu.au

International Students:

Please refer to instructions below prior to submitting this form.

In Person: Student HQ at your home campus.

Graduate Research Students

Please lodge completed form with your Principal Supervisor

Personal Details

FedUni Student ID Number:	Date of birth:
Surname/Family name:	Campus / location:
Given names:	Phone number:
Program name:	

Are you an international student studying in Australia? Yes No

International students are required to have this form signed by a representative from the Centre for University Partnerships (CUP) or your teaching location prior to submission. Please note that Immigration will be advised of your amended program status.

*International students should refer to the Refund for International Students procedure.

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).*

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:

Student Declaration

- I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with Federation University Australia.
- I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.
- I have discussed my application with my administration office and will lodge this form for approval. If applying for Leave from Studies, I understand that if my application is not approved I must continue my studies, otherwise if I allow my enrolment to lapse, I may forfeit my place in the program. Once my application has been approved I authorise the University to amend my program, effective from the date indicated on this form. I understand that I will not be entitled to a refund of any upfront fees or HELP loan if this form is lodged at Student HQ after the relevant census date.
- **Centrelink recipients:** I understand that I must notify Centrelink in writing, within seven (7) days from when my 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 my teaching location has signed this form and I understand that the University will notify Immigration of the change to my study status.
- I have attached my completion plan

Student signature: _____		Date: _____	
Office Use Only			
Supervisor Approval - please send completed form to HDRC/ADR		HDRC / ADR Approval - please send completed form to GRS	
Leave <input type="checkbox"/> Approved <input type="checkbox"/> Not approved Withdrawal <input type="checkbox"/> Noted	Leave <input type="checkbox"/> Approved <input type="checkbox"/> Not approved Withdrawal <input type="checkbox"/> Noted		
Name: _____	Name: _____		
Signature: _____	Signature: _____		
Updated by: _____		Date: _____	
Processing: <input type="checkbox"/> Campus Solutions <input type="checkbox"/> fdlGrades <input type="checkbox"/> Graduations Office notified (if applicable) <input type="checkbox"/> Student Notified			
Graduate Research School			
<input type="checkbox"/> Leave request/Withdrawal from all Studies noted			
Name: _____			Date: _____