



# LEAVE OF ABSENCE FORM – International

This form is to be used in relation to granting international students formal approval to cease study as an enrolled student for a specified period of time and must be used in conjunction with the USQ Policy and Procedures.

STUDENT DETAILS and REQUEST FOR ONE YEAR ABSENCE			
<b>Full Name</b>			
<b>Student Number</b>			
<b>Program Name</b>			
<b>Program Code</b>		<b>Major (Plan)</b>	
<b>Leave of Absence for On-Campus International Students is for a maximum of 12 months.</b>			
<b>I request a leave of absence for the period of</b>	<input type="checkbox"/> 12 months	<input type="checkbox"/> 6 months	<input type="checkbox"/> S1 or <input type="checkbox"/> S2
	Current Session Start ____/____/____ End ____/____/____	New Session Start ____/____/____ End ____/____/____	
<b>Paperwork Attached</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>I will be in Australia over this period of absence</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
<b>I have provided evidence of compassionate or compelling circumstances in accordance with the Assessment of Compassionate and Compelling Circumstances Procedure. (See Attached)</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Return date to Australia (if known)</b>			

**Please Note:** Leave of Absence is for continuing students only and for ONE academic year ONLY. Courses for the current year will be dropped. All periods of Leave of Absence shall be counted as part of the maximum period allowed for completion of the program. Further information on Leave of Absence go to <http://policy.usq.edu.au/documents/14444PL>. Students are automatically returned from a leave of absence prior to the commencement of the next academic year.

STUDENT AUTHORITY	
<b>Student Signature</b>	
<b>Date</b>	
FACULTY AUTHORITY	
<b>Authorised Faculty Representative (Please Print)</b>	
<b>Signature</b>	
<b>Date</b>	

**After completion please return to [is.support@usq.edu.au](mailto:is.support@usq.edu.au) for Processing and updating of eCOE**

*USQ collects, handles, uses, discloses and stores information about you and the choices available to you for provision of products and services selected by you throughout your learning journey. Not all of the information is personal information under the Privacy Act 2009 (Qld). To comply with legal and administrative obligations information is disclosed to Commonwealth and State agencies. Personal information will not be disclosed to third parties other than a USQ approved educational services agent, partner or organisation who provides sponsorship to you for your studies, without your consent unless required or permitted by a law. Where we disclose to a third party we endeavour to ensure they are bound by the same requirements as USQ with respect to personal information. Transfer of personal information outside Australia may occur. You have the right to access your personal information and if you wish to inquire about the handling or seek access to your personal information you can contact the USQ Privacy Officer ([privacy@usq.edu.au](mailto:privacy@usq.edu.au)).*