

MY ENROLMENT: HOW TO APPLY FOR A LEAVE OF ABSENCE ONLINE

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.

1 Apply for a Leave of Absence

- a | Log in to **My Enrolment** with your Student ID and password.
- b | 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.

The screenshot shows the 'My Enrolment (Study Plan)' page with a navigation menu on the left. The 'Leave of Absence' option is highlighted with a red circle. The main content area is titled 'Leave of Absence Application' and contains an 'Information' section with the text 'Enter Leave of Absence details for BA-BUS10 - 1 Bachelor of Business.' Below this, there are two radio button options for selecting the leave period: 'by date' and 'by Year & Study Period'. The 'by date' option is selected. The form includes fields for 'Start Date', 'Return Date', 'Start Year', 'Start Study Period', 'Return Year', 'Return Study Period', 'Reason', and 'Reason Notes'.

- c |** Select the Leave of Absence period either by selecting start and return dates or by year and study period.
- d |** Enter the reason for taking leave and any reason notes, then click **Confirm**.
- e |** A success message will now appear confirming that your application has been received for consideration.

The screenshot shows a web form for applying for a Leave of Absence. It features two radio button options at the top, both circled in red. The first option is "Select Leave of Absence period by date", which is currently unselected. Below it are two date input fields labeled "Start Date" and "Return Date", each with a calendar icon. The second option is "Select Leave of Absence period by Year & Study Period", which is selected. Below this are four input fields: "Start Year", "Start Study Period" (a dropdown menu), "Return Year", and "Return Study Period" (a dropdown menu). A "Reason" dropdown menu is open, showing a list of reasons including "Academic Difficulty", "Permitted to Lapse", "Difficult Circumstances", "Employment", "Financial Difficulty", "Faculty Request", "Maternity Leave", "Paternity Leave", "Study Abroad", "Sick Leave", "Study At Other Institution", and "Other". Below the dropdown is a "Reason Notes" text area. At the bottom left, a red "Confirm" button is circled in red.

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