



International Student Leave of Absence Form

| Student Details | | | |
|--|-------------------------------------|-----------------------------|----------------------------------|
| Full Name | | | |
| Student Number | | | |
| Leave of Absence Details | | | |
| <input type="checkbox"/> Semester 1 | <input type="checkbox"/> Semester 2 | | |
| I will be in Australia over this period of absence | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| I have provided supporting documentation of my compassionate or compelling circumstances in accordance with the Assessment of Special Circumstances Procedure . * | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

* Applications without supporting documentation will not be approved as this is a requirement of the [National Code of Practice for Providers of Education and Training to Overseas Students](#)

| Student Authority | | | |
|-------------------|--|-------|--|
| Student Signature | | Date: | |

Please Note: Leave of Absence is for continuing students only and for a maximum of one academic year. Leave will be processed on a semester by semester basis. Courses for the current year will be dropped if Leave of Absence is approved. All periods of Leave of Absence will count towards the maximum time 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 semester.

Submit form along with supporting documentation to is.support@usq.edu.au

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).