



# How to apply for a Leave of Absence

This is a guide to assist you with applying for a <u>Leave of Absence</u> at Southern Cross University.

If you have been enrolled past Census date in at least one unit you can apply for a Leave of Absence from your studies. A student may take a Leave of Absence for a specified period of up to one year. This is not available to International onshore students.

If you have not completed a unit, you will need to <u>defer your offer</u>.





## First Steps

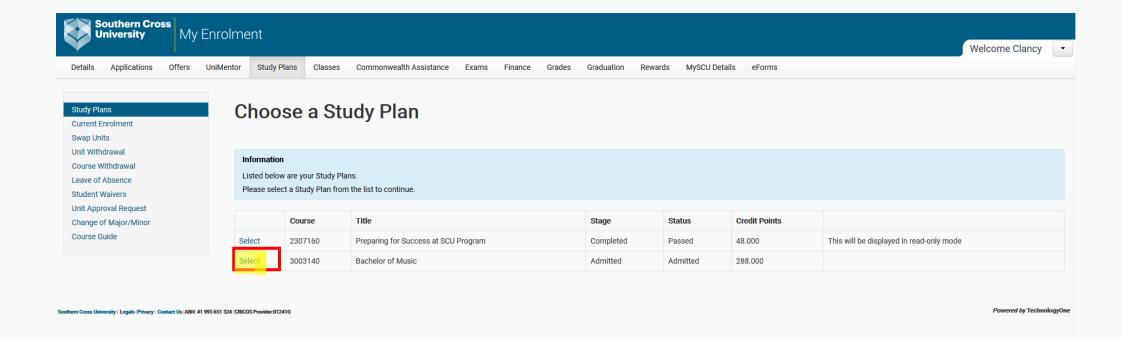
- 1. Certain courses have special rules related to Leave of Absence and Professional Experience learning, to consider how a Leave of Absence may affect your course progression:
- Search for your course at <a href="https://www.scu.edu.au/courses">www.scu.edu.au/courses</a>
- Select Course Structure tab and scroll to Course Progression to view
- Alternatively, contact the Client Services team for further information
- 2. Open and log in to My Enrolment using your student ID and password.

Your unique Student ID (8-digit number) and password are sent to your personal email address, at the time you apply for your course.

You will be prompted to change the automatically generated password when you first log in to My Enrolment.

### **Study Plans**

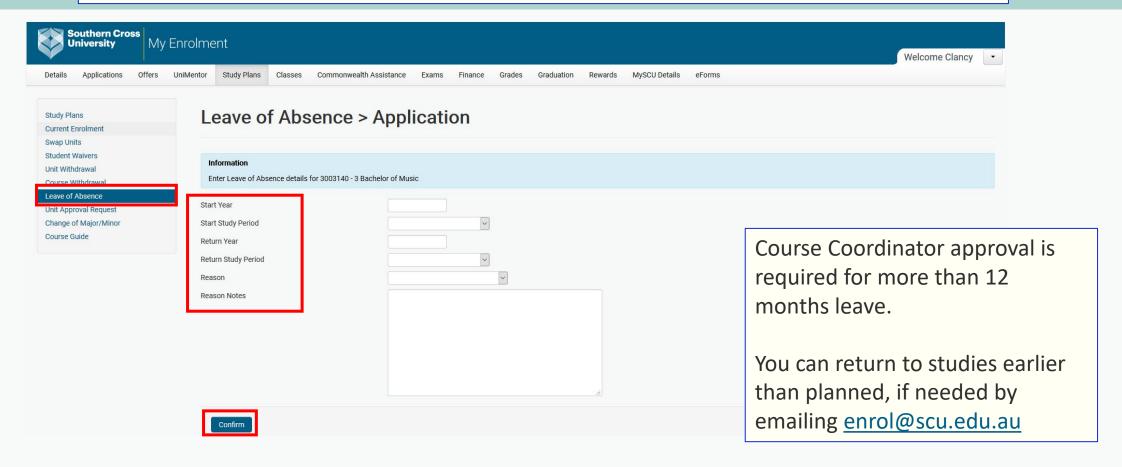
3. Navigate to the Study Plans tab. If you are admitted into multiple courses, select the course that you wish to take a Leave of Absence from.



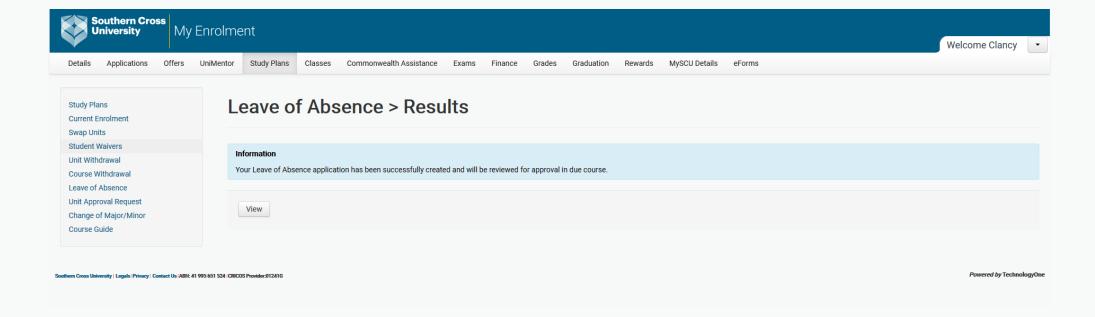
4. Select Leave of Absence from the left-hand side menu. Complete the Leave of Absence form and click *Confirm*.

You can only apply for Leave of Absence from the next available teaching period.

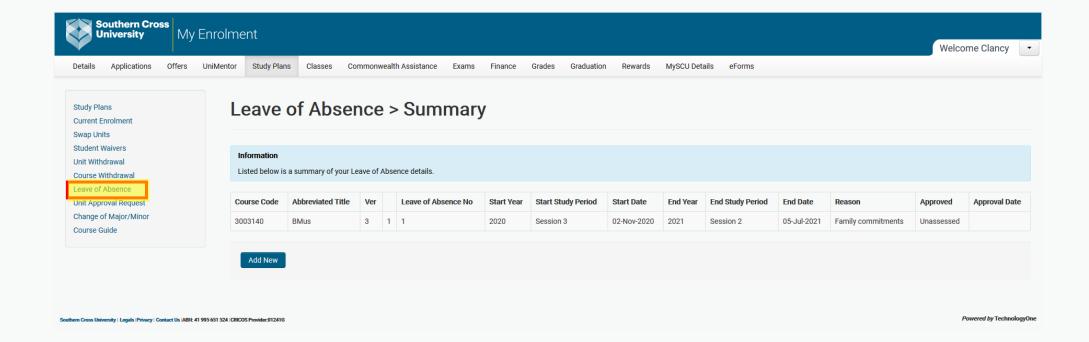
You can request a Leave of Absence for a timeframe of 6–12 months.



5. Once submitted a results confirmation screen will appear.



6. To view your Leave of Absence summary, click on Leave of Absence.



#### What happens when I submit a Leave of Absence?

- Before you take a Leave of Absence it is important to know how this may affect your <u>Course Progression</u>.
- The Leave of Absence outcome will be sent to your student email account.
- If you request a Leave of Absence for more than 12 months you will be required to get an approval from your Course Coordinator.
- You can cancel your Leave of Absence and return to studies earlier than planned, if needed.
- If you take a Leave of Absence, whilst enrolled in units, you will be withdrawn from your units.
- It is recommended that you become familiar with the <u>Key Dates</u> for the current year.
- You can find the SCU policy referring to Leave of Absence <u>here.</u>

#### Important notes...

\*The <u>Course Progression</u> is a suggested enrolment pattern. If you follow the suggested enrolment pattern you will complete the foundation units before you complete the advanced units and you will not run into any requisite knowledge issues or timetable problems. If you are unable to follow your Course Progression we recommend you contact the <u>Client Services</u> team to discuss the best path for you.



# **Client Services**

# Having trouble?

# Contact us!



scu.edu.au/current-students/student-administration/



